



INDIANA UNIVERSITY

UNIVERSITY INFORMATION TECHNOLOGY SERVICES

## IT TRAINING & EDUCATION

# STEPS

## Computing Workshop Schedule

Simplifying Technology,  
Enhancing Productivity and Skills



## FALL 2009

IT Training & Education  
University Information Technology Services  
Indiana University  
<http://ittraining.iu.edu>  
812-855-7383 • [ittraining@indiana.edu](mailto:ittraining@indiana.edu)

IT Training & Education  
2711 E. 10th St.  
Bloomington, IN 47408



# IT Training & Education

## Fall 2009 STEPS Workshop Schedule

### LEARN WITH LYNDA FOR FREE!

Lynda.com is the world's leading provider of online self-study training in Adobe applications and technologies and offers training on open source software, Macintosh applications and multimedia and web programming technologies which are hard to find elsewhere. Lynda's video based elearning format works very well for those who want to learn on their own.

This fall, IT Training is hosting a pilot site license with lynda which provides free access to the entire lynda elearning library to IU faculty, staff and students statewide. This pilot will be available from Aug 20-Dec 20. Whatever your interests or training needs, you owe it to yourself to take a look!

For more information, see:

<http://ittraining.iu.edu/lynda>

### STAY IN TOUCH

Technology is changing fast and IT Training wants to help you keep on top of it. Take advantage of our new communication services to keep yourself up to date with what is going on. Here's what we offer:

**it2go** – our new monthly enewsletter with the latest technology and training news

**IT Training Tips** – IT Training's blog of short training articles and videos. You can subscribe to it via RSS or follow it in Twitter or Facebook and get new articles delivered to you as soon as they are posted.

**Tip of the Month** – a podcast training tutorial series

**Twitter and Facebook** – IT Training is in Twitter and Facebook now. Follow us and get the most recent blog articles and announcements on upcoming training events and new offerings.

For more information, see the **Stay in Touch** section at :

<http://ittraining.iu.edu/>

### NEW THIS FALL

IT Training is excited to announce multiple new training services, to help you get the training you need when you need it!

#### Free access to Lynda.com

This fall, students, faculty and staff across all IU campuses will have free access to more than 600 video based self-study courses on Adobe applications, multimedia and web development and much more offered by lynda.com. Visit IT Training and find out what all the lynda excitement is about! See sidebar for more information.

#### Free Adobe STEPS workshop materials

Indiana University's site license agreement with Adobe enables students, faculty and staff at all Indiana University campuses to download Adobe CS4 applications for free from IU Ware (<http://iuware.iu.edu>). From the IU Ware site's Training link, IU faculty, staff and students can also download PDF versions of IT Training's basic STEPS workshop materials on Adobe CS4 applications for self-study learning. In addition, if you are an experienced Adobe user who just wants to learn the key new features in the CS4 version of the major Adobe applications, visit the IT Training Online Tutorials page (<http://ittraining.iu.edu/online/tutorials/>) and select from the six "What's New in CS4?" materials which are listed at the top of the page.

#### Coaching Sessions

If you've attended at least one STEPS workshop, you can now also attend free open-ended coaching sessions where IT Training staff will be on hand to answer your questions on how to apply what you learned in the workshops to the tasks you need to complete.

#### IT Training Live!

IT Training will offer free online presentations this fall on the new lynda elearning service, Twitter, the new Windows 7, and video editing in Adobe applications. If you can't make the live presentation, watch the recorded session on your computer at the time that suits you best.

#### New STEPS video editing curriculum

IT Training is introducing a new STEPS curriculum to help you get started using digital video. Join us for our first workshops, then continue to grow your skills by taking lynda's advanced video editing courses.

#### Expanded STEPS XML curriculum

IT Training is introducing a new STEPS workshop in XML, expanding its XML series content for those of you who are ready to get started.

### Workshop Fees

The charge for most 2-3½ hour workshops is the Standard Fee, the charge for most 50-90 minute workshops is the Short Fee and the charge for most 4-6 hour workshop is the Long Fee.

#### Standard Fee

Free to Students at any IU campus  
\$35 Faculty/staff at any IU campus  
\$50 Non-Profit Agency Employees  
\$60 General Public

#### Short Fee

Free to Students at any IU campus  
\$20 Faculty/staff at any IU campus  
\$35 General Public & Non-Profit

#### Long Fee

Free to Students at any IU campus  
\$40 Faculty/staff at any IU campus  
\$55 Non-Profit Agency Employees  
\$65 General Public

### Parking on Campus

Anyone may park in a campus pay parking garage or at a pay meter without a permit. The closest pay garage to the library is the 11th Street and Fee Lane parking garage. All campus parking spaces except for the pay lots and metered spaces require that your vehicle be registered with the university.

### Discounted Pay Parking

If you pay to park in the 11th Street and Fee Lane parking garage to attend a STEPS workshop in the library, notify the workshop instructor and they will stamp your parking ticket which will keep your parking fee to \$5 or less.

### Questions? Contact Us!

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# FALL 2009 STEPS WORKSHOP SCHEDULE

For workshop descriptions, the most current schedule, or to register, go to: <http://ittraining.iu.edu>

## GETTING STARTED

Windows: Basic Computing Skills  
W & Th Sep 9 & 10 5:30PM — 8:30PM\*

Word Processing: Basic Skills  
W Sep 16 5:30PM — 8:30PM\*

PC Hardware: The Basics  
Tu Sep 15 1:30PM — 4:30PM^  
M Nov 16 1:30PM — 4:30PM^

## ACCESS

Access: The Basics  
F Sep 18 9:00AM — 12:00PM\*  
Sa Oct 3 9:00AM — 12:00PM\*  
M Oct 12 5:30PM — 8:30PM\*  
M Nov 9 1:30PM — 4:30PM\*

Access: Database Relationships  
F Sep 25 9:00AM — 12:00PM\*  
M Oct 19 5:30PM — 8:30PM\*  
Tu Nov 10 1:30PM — 4:30PM\*

Access: Queries  
F Oct 2 9:00AM — 12:00PM\*  
M Oct 26 5:30PM — 8:30PM\*  
W Nov 11 1:30PM — 4:30PM\*

Access: Forms  
F Oct 9 9:00AM — 12:30PM\*  
Th Nov 12 1:30PM — 5:00PM\*

Access: Reports  
F Oct 16 9:00AM — 12:00PM\*  
F Nov 13 1:30PM — 4:30PM\*

Access: Advanced Forms  
M Oct 12 1:30PM — 4:30PM\*

Access Project Lab  
Th Nov 19 1:30PM — 5:00PM\*

## ACROBAT

Acrobat 9: Enhancing Electronic Documents  
W Sep 23 1:30PM — 3:30PM\*

Acrobat 9: Forms  
W Sep 30 1:30PM — 4:30PM\*

## CASCADING STYLE SHEETS

Cascading Style Sheets: The Basics  
W Oct 7 1:30PM — 4:30PM^  
F Nov 6 9:00AM — 12:00PM\*

Cascading Style Sheets: Layout & Design  
Th Oct 8 1:30PM — 4:30PM^  
F Nov 13 9:00AM — 12:00PM\*

## DREAMWEAVER

Dreamweaver CS4: The Basics  
F Sep 11 9:00AM — 12:00PM^  
M Oct 5 5:30PM — 8:30PM^  
Tu Oct 20 1:30PM — 4:30PM^  
M Nov 2 1:30PM — 4:30PM^

Dreamweaver CS4: Creating Web Sites With CSS  
F Sep 18 9:00AM — 12:00PM^  
Tu Oct 6 5:30PM — 8:30PM^  
W Oct 21 1:30PM — 4:30PM^

Dreamweaver CS4: Navigation, Templates & Media Integration  
F Sep 25 9:00AM — 12:00PM^  
F Oct 23 1:30PM — 4:30PM^

Web Site Development Project Lab  
Th Oct 22 1:30PM — 4:30PM^

## ENDNOTE

EndNote Web: The Basics  
Tu Oct 5 10:30AM — 12:00PM\*  
W Oct 28 2:30PM — 4:00PM\*  
Th Nov 5 1:30PM — 3:00PM\*

## EXCEL

Excel: The Basics  
W Sep 16 9:00AM — 12:15PM\*  
Sa Sep 26 9:00AM — 12:15PM\*  
M Oct 5 1:30PM — 4:45PM\*  
Th Oct 22 5:30PM — 8:45PM\*  
M Nov 2 9:00AM — 12:15PM\*

Excel: Charts & Graphics  
W Sep 23 9:00AM — 12:00PM\*  
Tu Oct 6 1:30PM — 4:30PM\*  
Th Oct 29 5:30PM — 8:30PM\*

Excel: Data Management  
W Sep 30 9:00AM — 12:00PM\*  
M Oct 19 1:30PM — 4:30PM\*  
Th Nov 5 5:30PM — 8:30PM\*

Excel: Basic Automation Using Macros  
W Oct 7 9:00AM — 10:30AM\*  
Tu Oct 20 1:30PM — 3:00PM\*  
Th Nov 12 5:30PM — 7:00PM\*

Excel: Analyzing Data with Pivot Tables  
Th Oct 1 1:30PM — 4:30PM\*  
W Oct 21 9:00AM — 12:00PM\*

Excel: Looking Up Data with VLOOKUP & Using Conditional Functions  
W Oct 28 9:00AM — 12:00PM\*

## EXCEL (CONTINUED)

Excel: Performing What-If Analysis & Creating Named Scenarios  
W Nov 4 9:00AM — 12:00PM\*

Excel: Advanced Macros & User Defined Functions  
W Nov 11 9:00AM — 12:00PM\*

Excel: Formatting & Analyzing IUIE Data  
Th Sep 24 1:30PM — 4:30PM\*  
W Nov 4 1:30PM — 4:30PM\*

Excel: Statistical Features  
Th Oct 1 5:30PM — 8:00PM\*

## FIREWORKS

Fireworks CS4: The Basics  
Tu Sep 15 9:00AM — 12:00PM^  
M Oct 19 1:30PM — 4:30PM^

## FLASH

Flash CS4: The Basics  
Th Sep 17 1:30PM — 4:30PM^  
Tu Oct 13 5:30PM — 8:30PM^  
M Oct 26 9:00AM — 12:00PM^

Flash CS4: Interactivity Basics  
Th Sep 24 1:30PM — 5:00PM^  
Tu Oct 27 9:00AM — 12:30PM^

Flash CS4: ActionScript 3.0 Programming Basics  
Th Oct 1 1:30PM — 5:00PM^  
W Oct 28 9:00AM — 12:30PM^

## GIS

GIS: Introduction to ArcGIS  
Tu Sept 22 5:30PM — 8:30PM\*  
F Oct 23 1:30PM — 4:30PM\*

## ILLUSTRATOR

Illustrator CS4: The Basics  
M Sep 28 1:30PM — 4:30PM^  
Tu Oct 13 9:00AM — 12:00PM^

Adobe CS4: Pen Tool Basics for Advanced Graphic Design  
Tu Sep 29 1:30PM — 5:00PM^  
Th Oct 22 9:00AM — 12:30PM^

## INDESIGN

InDesign CS4: The Basics  
M Sep 21 1:00PM — 5:00PM^  
Th Oct 15 9:00AM — 1:00PM^

InDesign CS4: Refining Your Publication  
Th Oct 29 1:30PM — 5:00PM^  
Desktop Publishing Project Lab  
F Oct 16 9:00AM — 12:00PM^

## MICROSOFT PROJECT

Microsoft Project: The Basics  
Th Oct 29 9:00AM — 3:00PM\*

## OUTLOOK

Outlook: Email Essentials  
M Sep 14 1:30PM — 4:30PM\*

Outlook: Scheduling for Success  
Tu Sep 15 1:30PM — 4:30PM\*

Outlook: Taking Charge of Your Account  
W Sep 16 1:30PM — 4:30PM\*

## PAGE DESIGN

Page Design & Layout Basics  
Tu Sep 22 1:30PM — 4:30PM^  
W Oct 14 9:00AM — 12:00PM^

## PERL & CGI

Perl: The Basics  
Tu Sep 22 1:00PM — 5:00PM\*

CGI: The Basics  
Tu Sep 29 1:30PM — 4:00PM\*

## PHOTO EDITING

Photoshop Elements 7: The Basics  
Tu Nov 3 5:30PM — 7:30PM^

Google Picasa 3: The Basics  
Tu Nov 10 5:30PM — 7:30PM^

## PHOTOSHOP

Photoshop CS4: The Basics  
W Sep 9 9:00AM — 12:00PM^  
Th Oct 1 5:30PM — 8:30PM^  
M Oct 12 9:00AM — 12:00PM^  
Tu Oct 27 5:30PM — 8:30PM^  
M Nov 9 1:30PM — 4:30PM^

Photoshop CS4: Restoring & Blending Images  
W Sep 16 9:00AM — 12:00PM^  
Tu Nov 10 1:30PM — 4:30PM^

## PHOTOSHOP (CONTINUED)

Photoshop CS4: Retouching & Color Correction  
W Sep 23 9:00AM — 12:00PM^  
W Nov 11 1:30PM — 4:30PM^

Photoshop CS4: In-Depth Healing Tools  
W Sep 30 9:00AM — 1:00PM^  
Th Nov 12 1:00PM — 5:00PM^

## PODCASTING

Podcasting: The Basics  
W Sep 16 1:30PM — 4:30PM^  
Tu Nov 3 1:30PM — 4:30PM^

## POWERPOINT

PowerPoint: The Basics  
Th Sep 17 9:00AM — 12:00PM\*  
W Oct 7 1:30PM — 4:30PM\*

PowerPoint: Enhancing & Packaging a Presentation  
Th Oct 8 1:30PM — 4:30PM\*

PowerPoint: Customizing a Presentation  
F Oct 9 1:30PM — 4:30PM\*

PowerPoint Project Lab  
F Oct 16 1:30PM — 4:30PM\*

## SPSS

SPSS: The Basics  
Th Sep 24 5:30PM — 8:00PM\*  
Tu Oct 27 1:30PM — 4:00PM\*

## SQL

SQL: Data Retrieval  
Th Oct 1 9:00AM — 12:30PM\*

SQL: Advanced Data Retrieval and Data Modification  
Th Oct 8 9:00AM — 12:00PM\*

## UNIX

Unix: The Basics  
M Sep 21 1:30PM — 4:30PM\*

## VIDEO

Video Basics: An Overview of Tools & Resources  
W Nov 4 1:30PM — 4:30PM^  
Tu Nov 17 9:00AM — 12:00PM^

After Effects CS4: Video Effects & Text Animation Basics  
Th Nov 5 1:00PM — 5:00PM^  
W Nov 18 9:00AM — 1:00PM^

## WEB PUBLISHING

Web Publishing: An Overview of Tools & Resources  
Th Sep 17 1:30PM — 3:00PM\*  
Tu Oct 6 5:30PM — 7:00PM\*

User-Centered Web Design & Usability Testing  
F Oct 23 1:30PM — 4:30PM~

## WORD

Word: The Essentials  
Tu Sep 22 9:00AM — 12:00PM\*  
W Oct 14 5:30PM — 8:30PM\*

Word: Collaborative Tools  
Tu Sep 29 9:00AM — 11:00AM\*

Word: Regaining Control with AutoCorrect and Styles  
Tu Oct 6 9:00AM — 12:30PM\*

Word: Desktop Publishing  
Tu Oct 20 9:00AM — 12:00PM\*

Word: Graphic Features  
Tu Oct 27 9:00AM — 12:00PM\*

Word: Mail Merge  
Tu Nov 3 9:00AM — 12:00PM\*

Word: Publishing Research & Longer Documents  
Th Oct 22 5:30PM — 9:00PM\*

## XHTML

XHTML: The Basics  
Th Sep 24 9:00AM — 12:00PM\*  
M Oct 5 1:30PM — 4:30PM^  
F Oct 23 9:00AM — 12:00PM\*

XHTML: Structure & Description  
Tu Oct 6 1:30PM — 4:30PM^  
F Oct 30 9:00AM — 12:00PM\*

## XML

XML: The Basics  
W Oct 21 1:30PM — 4:30PM\*  
Tu Nov 10 9:00AM — 12:00PM\*

XML: Transforming Content with XSLT and XPath  
Th Oct 22 1:30PM — 4:30PM\*  
Tu Nov 17 9:00AM — 12:00PM\*

Workshop Locations: \*Herman B Wells Library, Library Information Commons, (IC103) STEPS Classroom

^Herman B Wells Library, room W302

~Wrubel Computing Center, room 110