



IT TRAINING STEPS AHEAD

SUMMER 2012

SIMPLIFYING TECHNOLOGY, ENHANCING PRODUCTIVITY AND SKILLS

NEW THIS SPRING

FREE Workshops for Staff and Faculty this Semester
EdCert Advanced Technical Training and Certification
IT Training Live! Presentations on the Latest Technologies
Select Workshops Taught Online



INDIANA UNIVERSITY

UNIVERSITY INFORMATION
TECHNOLOGY SERVICES



NO-COST WORKSHOPS CONTINUE!

Our spring semester pilot program, offering workshops to IU staff and faculty at no charge, was a huge success. Thanks to the efforts of its Expenditure Review Committee, UITS was able to reallocate funds to continue the program for the foreseeable future. This summer and beyond, be sure to take advantage of the opportunities to grow your technology skills with us -- in the classroom or online.

See the summer workshop schedule on pages 4-5 or online at: <http://ittraining.iu.edu>

ONLINE WORKSHOPS ARE READY FOR YOU

Working on a remote campus or can't make a workshop? Then consider attending a workshop online. Using Adobe Connect, IT Training is making several workshops and webinars available online this summer so you can attend using your web browser.

To learn more, filter for Online events only at: <http://ittraining.iu.edu/workshops>

GET IT TRAINING MATERIALS ONLINE

IU staff, faculty and students can download IT Training's workshop materials and exercise files from our web site. This is a perfect way to review what you learned in class or learn a topic on your own if you can't make it to the classroom. If you aren't a member of the IU community or would prefer to get a printed copy, you can also order materials on our web site.

To download or order materials and exercise files, visit: <http://ittraining.iu.edu/downloads>

LEARN WITH LYNDA AND SKILLSOFT

IT Training continues to partner with two leading elearning providers - lynda.com and Skillsoft. lynda.com's rich video based training on Adobe and Microsoft applications, multimedia and web development, introductory to intermediate programming and more, covers the skills you need in an easy to search and user-friendly style. Skillsoft elearning is focused on advanced technical topics with courses on advanced programming, server administration, Oracle, Cisco, SQL Server and more. It also offers a rich set of courses on Legal Compliance, Environmental Safety & Health, and soft skills like leadership, communication and team building, and includes assessment tools so you can make sure you have learned what you need to know.

To learn more about IT Training's learning options, go to: http://ittraining.iu.edu/training/elearning_compare.aspx

ADVANCE YOUR TECHNICAL SKILLS WITH EdCERTS

EdCert, or Education Certification, is a UITS sponsored program aimed at delivering high-quality multi-day advanced technical training to departmental computing support providers, technical staff, enrolled IU students, and faculty who teach advanced technical topics in their academic classes. Taking EdCert courses helps prepare attendees to take industry standard professional certification exams as well. Summer EdCerts are available on Security, SCCM and Windows admin.

To learn more about EdCerts, see pp. 6-7 or go to: <http://ittraining.iu.edu/edcert>

SUMMER TOPICS

This summer, you can learn how to:

GROW YOUR SKILLS IN GRAPHIC CREATION AND WEB AND PAGE DESIGN

with **Adobe Creative Suite**

- Dreamweaver: visually design web pages that use CSS, advanced navigation and multimedia
- Fireworks: create sophisticated graphics for the web
- Flash: build complex animations
- Illustrator: create logos, graphic icons, custom brushes and artwork for print and the web
- InDesign: create professional print and digital documents
- Photoshop: modify, enhance, restore and retouch photographs, and create special effects

UNLOCK THE SKILLS YOU NEED IN THE CLASSROOM OR OFFICE

with **Microsoft Office and SharePoint 2010**

- Access: create databases and learn tools to facilitate data entry and query and report your data
- Excel: enter data make calculations, create charts, manage and analyze data, and automate tasks
- PowerPoint: make basic presentations and ones that incorporate multimedia and graphics
- Project: manage complex projects using the leading project management application
- Word: use essential features, share document editing, and create complex documents.
- SharePoint: share and jointly edit documents with colleagues with a managed workflow

LEARN TO PROGRAM WEB PAGE CONTENT AND DATABASE QUERIES

In our **Programming** workshops

- Perl & Python: program dynamically-generated web pages
- SQL: retrieve data from large server databases and write queries to modify data

LEARN TO PERFORM SOPHISTICATED STATISTICAL AND DATA ANALYSES

with **SAS and SPSS**

- SAS: analyze data
- SPSS: perform basic and intermediate statistical calculations in this sophisticated application

MAKE YOUR VIDEOS COME ALIVE

with **Adobe Premiere and After Effects**

- Digital video: get started and perform basic video edits
- Premiere & Audacity: make complex professional level audio and video edits

GROW YOUR WEB DEVELOPMENT SKILLS

with **XHTML, HTML5, CSS, WCMS and Dreamweaver**

- XHTML & CSS: code web pages using the XHTML and CSS markup languages
- HTML5: learn about the exciting new features being introduced in the next generation of HTML
- Dreamweaver: visually design web pages that use CSS, advanced navigation and multimedia
- WCMS: keep web site content up to date with IU's web content management system

For detailed descriptions of all workshops, or to register, visit:

<http://ittraining.iu.edu>

SUMMER 2012 WORKSHOP SCHEDULE



Access 2010

The Basics

Wed	May 23	9am—noon	▲
Thu	June 7	5:30—8:30pm	▲
Mon	June 11	1:30—4:30pm	▲
Thu	July 12	1:30—4:30pm	▲

Database Relationships

Wed	May 30	9am—noon	▲
Mon	June 18	1:30—5pm	▲

Queries

Wed	June 6	9am—noon	▲
Mon	June 25	1:30—4:30pm	▲

Forms

Mon	July 9	1:30—5pm	▲
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Creating a Multipage Form

Wed	June 13	9—10:15am	▲
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Reports

Mon	July 23	9am—noon	▲
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Designing & Packaging Databases

Tue	July 24	1:30—4:30pm	▲
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After Effects CS4

Video Effects & Text Animation Basics

Sat	July 14	9am—1pm	▲
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Audacity

The Basics

Tue	July 10	1:30—2:30pm	▲
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Cascade Server

Contributors, Approvers, and Publishers

Thu	May 31	9am—noon	▲
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Cascading Style Sheets

The Basics

Wed	June 13	5:30—8:30pm	▲
Wed	July 18	9am—noon	▲

Layout & Design

Wed	June 20	5:30—8:30pm	▲
Wed	July 25	9am—noon	▲

Need Extra Help?

Coaching Sessions

Tue	June 5	1:30—4pm
Fri	July 13	9—11:30am
Thu	August 2	5:30—8pm

Dreamweaver CS5

The Basics

Tue	May 22	5:30—8:30pm	▲
Sat	June 2	9am—noon	▲
Thu	June 7	9am—noon	▲
Fri	June 22	9am—noon	▲
Mon	July 16	1:30—4:30pm	▲
Thu	July 26	9am—noon	▲

Creating Web Sites with CSS

Tue	May 29	5:30—8:30pm	▲
Thu	June 14	9am—noon	▲
Tue	July 17	1:30—4:30pm	▲
Thu	August 2	9am—noon	▲

Advanced Navigation

Thu	June 21	9—10:30am	▲
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Incorporating Multimedia in Your Web Site

Thu	June 28	9—10:15am	▲
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Using Templates to Standardize Your Site

Thu	June 28	10:30—11:45am	▲
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Excel 2010

The Basics

Tue	May 22	9am—noon	▲
Sat	June 9	9am—noon	▲
Mon	June 25	5:30—8:30pm	▲
Wed	July 11	1:30—4:30pm	▲
Fri	July 27	9am—noon	▲

Managing & Analyzing Data

Sat	June 16	9—9:50am	▲
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Using Pivot Tables & Slicer for Data Analysis

Sat	June 16	10—10:50am	▲
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Charts & Graphics

Tue	May 29	9—noon	▲
Tue	June 26	5:30—8:30pm	▲
Wed	July 18	1:30—4:30pm	▲

Data Management

Tue	June 5	9am—noon	▲
Wed	June 27	5:30—8:30pm	▲
Wed	July 25	1:30—4:30pm	▲

Basic Automation Using Macros

Tue	June 12	9—10:30am	▲
Thu	June 28	5:30—7:00pm	▲
Wed	August 1	1:30—3:00pm	▲

Excel 2010 (cont'd)

Analyzing Data with Pivot Tables

Wed	May 30	1:30—4:30pm	▲
Tue	June 19	9am—noon	▲

Using VLOOKUP & Conditional Functions

Wed	June 6	1:30—4:30pm	▲
Tue	June 26	9am—noon	▲

What-If Analysis & Named Scenarios

Wed	June 13	1:30—3pm	▲
Tue	July 10	9—10:30am	▲

Advanced Macros & User Defined Functions

Wed	June 27	1:30—5pm	▲
Tue	July 17	9am—noon	▲

Statistical Features

Thu	June 14	5:30—8:30pm	▲
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Formatting & Analyzing IUIE Data

Mon	June 4	1:30—4:30pm	▲
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Fireworks CS5

The Basics

Thu	May 17	9am—noon	▲
Tue	June 5	5:30—8:30pm	▲
Thu	July 19	1:30—4:30pm	▲

Flash CS5

The Basics

Tue	July 17	5:30—8:30pm	▲
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GIS

Getting Started with GIS

Thu	May 17	1:30—4:30pm	▲
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Illustrator CS5

The Basics

Tue	May 22	1:30—4:30pm	▲
Wed	June 20	9am—noon	▲
Mon	July 2	5:30—8:30pm	▲
Wed	July 18	5:30—8:30pm	▲

Adobe CS5: Pen Tool Basics for Advanced Graphic Design

Wed	June 27	1:30—4:30pm	▲
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Illustrator Blended Learning: Promotional Design for Print and Web

Fri	June 8	2:30—3:20pm	▲
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(This is the kick-off for the 10-week online workshop.)

WORKSHOP LOCATIONS

- ▲ - Wells Library, Rm. IC103
- - Wells Library, Rm W305G
- △ - Information Cluster #1

InDesign CS5**Creating a Poster**

Thu June 14 1:30—3:30pm ▲
 Tue July 24 5:30—7:30pm ▲

The Basics

Thu May 24 9am—1pm ▲
 Tue June 12 1—5pm ▲
 Thu July 12 9am—1pm ▲
 Mon July 23 1—5pm ▲

Refining Your Publication

Thu June 21 1:30—5pm ▲

Microsoft Project 2010**The Basics**

Tue August 7 9am—3pm △

Outlook 2010**Email Basics**

Tue May 15 9—10:30am ▲
 Tue July 31 9—10:30am ▲

Calendar Essentials

Wed May 16 9—11am ▲
 Wed August 1 9—11am ▲

Page Design**Page Design & Layout Basics**

Tue June 5 1:30—4:30pm ▲
 Thu June 21 5:30—8:30pm ▲
 Mon July 16 5:30—8:30pm ▲
 Thu July 26 1:30—4:30pm ▲

PC Hardware**The Basics**

Tue June 12 1:30—4:30pm ○

Perl & Python**Perl: The Basics**

Fri June 1 1:30—5:30pm ▲

Python: The Basics

Fri Jun 22 1:30—5pm ▲

Perl: Dynamically Created Web Pages

Fri June 15 1:30—2:30pm ▲

Python: Dynamically Created Web Pages

Fri Jun 29 1:30—3:30pm △

Photoshop CS5**The Basics**

Sat May 19 9am—noon ▲
 Tue May 29 1:30—4:30pm ▲
 Mon June 11 5:30—8:30pm ▲
 Fri June 29 9am—noon ▲
 Mon July 9 5:30—8:30pm ▲
 Sat July 21 9am—noon ▲

Photoshop CS5 (cont'd)**Restoring & Blending Images**

Thu May 31 1:30—4:30pm ▲
 Tue July 10 5:30—8:30pm ▲

Retouching & Color Correction

Thu June 7 1:30—4:30pm ▲
 Wed July 11 5:30—8:30pm ▲

In-Depth Healing Tools

Thu July 12 5:30—8pm ▲

**Photoshop Blended Learning:
Advanced Layer Techniques**

Fri June 8 1:30—2:20pm ▲
 (This is the kick-off for the 12-week online workshop.)

PowerPoint 2010**A Quick Overview of Core Features**

Tue June 19 5:30—7pm ▲

The Basics

Fri May 25 9am—noon ▲
 Tue July 31 1:30—4:30pm ▲

**Creating Customized Backgrounds,
Graphics & Animations**

Fri June 1 9—11am ▲

Slide Masters

Fri June 8 9—10:30am ▲

Templates

Fri June 8 10:45am—noon ▲

**Setting Up a Slide Show with
Audio & Video**

Fri June 15 9—10:30am ▲

Publishing & Sharing Your Presentation

Fri June 15 10:45am—noon ▲

Premiere Pro**The Basics**

Sat June 30 9am—noon ▲

Project Labs**Access 2010: Project Lab**

Mon July 30 1:30—5pm ▲

Web Site Development Project Lab

Tue June 12 5:30—8:30pm ▲
 Fri July 20 1:30—4:30pm ▲

Desktop Publishing Project Lab

Tue June 26 1:30—4:30pm ▲
 Mon August 6 5:30—8:30pm ▲

SAS**The Basics**

Wed May 16 1:30—4:30pm ▲

SharePoint 2010**The Basics**

Fri May 18 9am—noon ▲
 Thu July 19 9am—noon ▲
 Thu August 2 1:30—4:30pm ▲

SPSS**The Basics**

Tue May 15 1:30—4:00pm ▲
 Thu July 19 5:30—8:00pm ▲

SQL**Data Retrieval**

Fri June 1 9am—noon △
 Fri July 13 9am—noon ▲

**Advanced Data Retrieval and Data
Modification**

Fri June 8 9am—noon △
 Fri July 20 9am—noon ▲

Unix**The Basics**

Thu May 24 1:30—4:30pm ▲

Video**Digital Video: An Introduction**

Sat June 23 9—11am ▲

**Digital Video: Basic Editing Using
Windows Movie Maker**

Sat June 23 11:15am—noon ▲

Web Publishing**An Overview of Tools & Resources**

Thu May 17 5:30—6:45pm ▲
 Mon June 18 5:30—6:45pm ▲

Word 2010**The Essentials**

Wed May 23 1:30—4:30pm ▲
 Thu July 26 5:30—8:30pm ▲

XHTML**The Basics**

Wed May 30 5:30—8:30pm ▲
 Wed Jun 27 9am—noon ▲

Structure & Description

Wed Jun 6 5:30—8:30pm ▲
 Wed Jul 11 9am—noon ▲

XML**The Basics**

Wed Jun 13 9am—noon △

**Transforming Content with XSLT
and XPath**

Wed Jun 20 9am—noon △



SPRING 2012 EDCERT SCHEDULE TOPICS

WINDOWS SERVER ADMINISTRATION

Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services (MOC 6425) Tuesday—Friday May 15th – May 18th

Automating Windows Server 2008 Administrator With PowerShell (MOC 6434) Three Tuesdays May 22nd, May 29th, and June 5th

Installing and Configuring Windows 7 Client (MOC 6292) Three Wednesdays May 23rd, May 30th, and June 6th

Troubleshooting and Supporting Windows 7 in the Enterprise (MOC 6293) Three Thursdays May 24th, May 31st, and June 7th

Administering System Center 2012 Configuration Manager (MOC 10747) Five Wednesdays July 18th, July 25th, August 1st, August 8th, and August 15th

Configuring, Managing and Maintaining Windows Server 2008-based Server (MOC 6419) Five Thursdays July 19th, July 26th, August 2nd, August 9th, and August 16th

COMPTIA

Security+ Monday—Friday June 25th thru June 29th
 CASP Five Tuesdays July 17th, July 24th, July 31st, August 7th, August 14th

LOCATIONS

Most EdCerts are offered in-person and online to make it easy to attend in whatever way works best for you. Locations are as follows:

In-person: SharePoint also offered in IC103; WCMS is taught in W302
 All other EdCerts are taught in IUPUI IT125.

Online: <http://breeze.iu.edu/edcert>
 (The WCMS workshop is not being offered online.)

COSTS

3 day - \$150

5 day - \$200

CERTIFICATION EXAM PREPARATION

All EdCert attendees can request free access for one month to online Transcender practice exams. These exams help prepare test takers to take industry standard professional certification exams. Additionally, if you can demonstrate that you have successfully passed your Transcender exam on two different occasions, you will get a voucher to enable you to take an industry standard certification exam at no charge or at a substantial discount. Details on our web site at:

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

IT Training Staff—Bloomington



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Donna Jones

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