



# IT TRAINING STEPS AHEAD

*SUMMER 2012*

SIMPLIFYING TECHNOLOGY, ENHANCING PRODUCTIVITY AND SKILLS

## NEW THIS SUMMER

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

## SUMMER 2012 WORKSHOP SCHEDULE



### **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](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

Mon June 4 1:30—4:30pm  
 Sat June 23 9am—noon  
 Mon July 16 1:30—4:30pm

#### Database Relationships

Mon June 11 1:30—5pm  
 Tue July 17 1:30—5pm

#### Queries

Mon June 18 1:30—4:30pm  
 Wed July 18 1:30—4:30pm

#### Forms

Mon June 25 1:30—5pm  
 Thu July 19 1:30—5pm

#### Reports

Mon July 9 1:30—4:30pm  
 Fri July 20 1:30—4:30pm

### Cascading Style Sheets

#### The Basics

Tue June 19 1:30—4:30pm

#### Layout & Design

Tue June 26 1:30—4:30pm

### Dreamweaver CS5

#### The Basics

Wed May 30 1:30—4:30pm  
 Tue June 19 5:30—8:30pm

#### Creating Web Sites with CSS

Wed June 6 1:30—4:30pm  
 Tue June 26 5:30—8:30pm

#### Advanced Navigation

Wed July 11 1:30—4:30pm

#### Incorporating Multimedia in your Web Site

Wed June 27 1:30—2:45pm

#### Using Templates to Standardize Your Site

Wed June 27 3—4:15pm

### EndNote

#### Basics

Mon June 4 10:30am—noon

#### Advanced

Mon June 18 10:30am—noon

### Excel 2010

#### The Basics

Wed May 23 9am—noon  
 Fri June 8 9am—noon  
 Tue July 17 5:30—8:30pm  
 Mon July 23 1:30—4:30pm

#### Charts & Graphics

Wed May 30 9am—noon  
 Tue July 24 1:30—4:30pm  
 Tue July 24 5:30—8:30pm

#### Data Management

Wed June 6 9am—noon  
 Wed July 25 1:30—4:30pm  
 Tue July 31 5:30—8:30pm

#### Working with Dates & Times

Mon July 30 1:30—3pm

#### Basic Automation Using Macros

Wed June 13 9—10:30am  
 Thu July 26 1:30—3pm

#### Managing & Analyzing Data

Sat July 14 9—9:50am

#### Using Pivot Tables & Slicer for Data Analysis

Sat July 14 10—10:50am

#### Analyzing Data with Pivot Tables

Fri June 15 9am—noon

#### Using VLOOKUP & Conditional Functions

Fri June 22 9am—noon

#### What-If Analysis & Named Scenarios

Fri June 29 9—10:30am

#### Advanced Macros & User Defined Functions

Fri July 13 9am—noon

#### Statistical Features

Thu June 21 1:30—4pm

#### Formatting & Analyzing IUIE Data

Tue July 10 9am—noon

### Fireworks CS5

#### The Basics

Wed June 13 1:30—4:30pm  
 Fri July 27 9am—noon

### GIS

#### Getting Started with GIS

Thu June 7 9am—noon

### Illustrator CS5

#### The Basics

Wed May 23 1:30—4:30pm  
 Sat June 16 9am—noon  
 Tue July 24 9am—noon

#### Illustrator Blended Learning: Promotional Design for Print and Web

Wed June 8 2:30—3:20pm  
 (This is the kick-off for the 12-week online workshop)

### InDesign CS5

#### The Basics

Thu June 7 1—5pm  
 Thu June 28 9am—1pm  
 Tue July 31 9am—1pm

#### Refining Your Publication

Thu July 12 9am—12:30pm

#### Creating a Poster

Thu July 26 9—11am

### Microsoft Project 2010

#### The Basics

Wed Aug 1 9am—3pm

### Outlook 2010

#### Email Basics

Tue July 17 9—10:30am  
 Fri Aug 3 9—10:30am

#### Calendar Essentials

Fri July 20 9—11am  
 Fri Aug 3 10:40am—12:40pm

### Page Design

#### Page Design & Layout Basics

Tue May 29 1:30—4:30pm  
 Mon July 16 5:30—8:30pm

**PC Hardware****The Basics**

Tue June 5 5:30—8:30pm

**Perl & Python****Perl: The Basics**

Thu June 14 9am—1pm

**Python: The Basics**

Thu June 28 1:30—5pm

**Perl: Dynamically Created Web Pages**

Thu June 21 9—10am

**Python: Dynamically Created Web Pages**

Thu July 12 9—noon

**Photoshop CS5****The Basics**

Tue May 22 1:30—4:30pm

Tue June 12 1:30—4:30pm

Mon July 9 5:30—8:30pm

Sat July 21 9am—noon

**Restoring & Blending Images**

Thu May 24 1:30—4:30pm

Tue June 19 9am—noon

**In-Depth Healing Tools**

Wed June 20 1:30—4pm

**Retouching & Color Correction**

Tue June 26 9am—noon

Tue July 10 1:30—4:30pm

**Photoshop Blended Learning: Advanced Layer Techniques**

Fri June 8 1:30—2:30pm

(This is the kick-off for the 12-week online workshop)

**PowerPoint 2010****The Basics**

Sat June 9 9am—noon

Wed June 27 9am—noon

**A Quick Overview of Core Features**

Thu May 31 9—10:30am

**Creating Customized Backgrounds, Graphics, & Animations**

Fri June 29 1:30—3:30pm

**Slide Masters**

Wed July 11 9—10:30am

**Templates**

Wed July 11 10:45am—12:15pm

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

Wed July 18 9—10:30am

**Publishing & Sharing Your Presentation**

Wed July 18 10:45am—12:15pm

**Project Labs****Access 2010: Project Lab**

Fri July 27 1:30—5pm

**Desktop Publishing Project Lab**

Thu Aug 2 9am—noon

**Web Site Development Project Lab**

Wed June 20 9am—noon

**SAS****The Basics**

Wed May 23 5:30—8:30pm

**SharePoint 2010****The Basics**

Wed July 25 9am—noon

**SPSS****The Basics**

Wed May 16 5:30—8pm

**SQL****Data Retrieval**

Tue July 31

1:30—5pm

**Advanced Data Retrieval and Data Modification**

Thu Aug 2

1:30—4:30pm

**Unix****The Basics**

Fri June 1 9am—noon

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

Tue May 22 9—10:15am

**Word 2010****The Essentials**

Tue June 5 9am—noon

Thu June 28 5:30—8:30pm

**XHTML****The Basics**

Thu May 24 5:30—8:30pm

Tue June 5 1:30—4:30pm

**Structure & Description**

Thu May 31 5:30—8:30pm

Tue June 12 1:30—4:30pm

**Need Extra Help?****Coaching Sessions**

Thu June 14 1:30—4pm

Mon July 30 4—6:30pm

## SUMMER 2012 WORKSHOP SCHEDULE



### TOPICS

#### WINDOWS SERVER ADMINISTRATION

Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services (MOC 6425)	Tuesday—Friday	May 15 <sup>th</sup> – May 18 <sup>th</sup>
Automating Windows Server 2008 Administrator With PowerShell (MOC 6434)	Three Tuesdays	May 22 <sup>nd</sup> , May 29 <sup>th</sup> , and June 5 <sup>th</sup>
Installing and Configuring Windows 7 Client (MOC 6292)	Three Wednesdays	May 23 <sup>rd</sup> , May 30 <sup>th</sup> , and June 6 <sup>th</sup>
Troubleshooting and Supporting Windows 7 in the Enterprise (MOC 6293)	Three Thursdays	May 24 <sup>th</sup> , May 31 <sup>st</sup> , and June 7 <sup>th</sup>
Administering System Center 2012 Configuration Manager (MOC 10747)	Five Wednesdays	July 18 <sup>th</sup> , July 25 <sup>th</sup> , August 1 <sup>st</sup> , August 8 <sup>th</sup> , and August 15 <sup>th</sup>
Configuring, Managing and Maintaining Windows Server 2008-based Server (MOC 6419)	Five Thursdays	July 19 <sup>th</sup> , July 26 <sup>th</sup> , August 2 <sup>nd</sup> , August 9 <sup>th</sup> , and August 16 <sup>th</sup>

#### COMPTIA

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

### 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:

<b>In-person:</b>	SharePoint also offered in IC103; WCMS is taught in W302 All other EdCerts are taught in IUPUI IT125.
<b>Online:</b>	<a href="http://breeze.iu.edu/edcert">http://breeze.iu.edu/edcert</a> (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—IUPUI



Veronica Mount, Assistant Manager  
Denise Brown  
Robert De Roeck

Kimmaree Murday  
Jennifer Oakes

## **KEEP UP TO DATE WITH IT TRAINING!**

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**IT Training  
University Information Technology Services  
Indiana University—Purdue University—Indianapolis  
<http://ittraining.iu.edu> • 317-274-7383  
[ittraining@iupui.edu](mailto:ittraining@iupui.edu)**