

FALL 2009 — STEPS WORKSHOPS SCHEDULE

GET STARTED

Windows: Basic Computing Skills
Tue. & Thu. Sep. 1 & 3 5:30—8:30 pm

Word Processing: Basic Skills
Wed. Sep. 9 1:30—4:30 pm

PC Hardware: The Basics
Fri. Sep. 18 9:00 am—noon*

ACCESS

Access: The Basics
Sat. Sep. 12 9 am—noon
Mon. Sep. 14 1:30—4:30 pm
Tue. Nov. 10 9 am—noon

Access: Database Relationships
Mon. Sep. 21 1:30—4:30 pm
Wed. Nov. 11 9 am—noon

Access: Queries
Mon. Sep. 28 1:30—4:30 pm
Fri. Nov. 13 9 am—noon

Access: Forms
Mon. Oct. 5 1:30—5 pm
Tue. Nov. 17 9 am—12:30 pm

Access: Reports
Mon. Oct. 12 1:30—4:30 pm
Wed. Nov. 18 9 am—noon

Access: Designing & Packaging Databases
Fri. Nov. 20 9 am—noon

ACROBAT

Acrobat 9: Enhancing Electronic Documents
Tue. Oct. 6 9—11 am

Acrobat 9: Forms
Tue. Oct. 13 9 am—noon

CASCADING STYLE SHEETS

Cascading Style Sheets: The Basics
Thu. Oct. 8 9 am—noon

Cascading Style Sheets: Layout & Design
Thu. Oct. 15 9 am—noon

DREAMWEAVER

Dreamweaver CS4: The Basics
Wed. Sep. 9 9 am—noon
Mon. Sep. 21 1:30—4:30 pm
Tue. Oct. 13 5:30—8:30 pm
Thu. Nov. 5 9 am—noon
Thu. Nov. 19 1:30—4:30 pm

DREAMWEAVER (CONTINUED)

Dreamweaver CS4: Creating Web Sites with CSS
Wed. Sep. 16 9 am—noon
Tue. Oct. 20 5:30—8:30 pm

Dreamweaver CS4: Navigation, Templates & Media Integration
Tue. Nov. 17 1:30—4:30 pm

ENDNOTE

Taught by IUPUI library personnel.

EndNote: The Basics
Mon. Aug. 31 12—1:15 pm*
Mon. Sep. 21 10:30—11:45 am*
Mon. Oct. 26 10:30—11:45 am*

EndNote: Advanced
Mon. Nov. 9 10:30—11:45 am*

EXCEL

Excel: The Basics
Thu. Sep. 17 1:30—4:45 pm
Thu. Oct. 1 5:30—8:45 pm
Sat. Oct. 3 9 am—12:15 pm
Fri. Oct. 23 9 am—12:15 pm

Excel: Charts & Graphics
Thu. Sep. 24 1:30—4:30 pm
Thu. Oct. 8 5:30—8:30 pm
Mon. Oct. 26 9 am—noon

Excel: Data Management
Thu. Oct. 8 1:30—4:30 pm
Thu. Oct. 15 5:30—8:30 pm
Tue. Oct. 27 9 am—noon

Excel: Basic Automation Using Macros
Thu. Oct. 22 1:30—3 pm
Thu. Oct. 22 5:30—7 pm
Wed. Oct. 28 9—10:30 am

Excel: Analyzing Data with Pivot Tables
Thu. Oct. 29 1:30—4:30 pm

Excel: Looking Up Data with VLOOKUP & Using Conditional Functions
Thu. Nov. 5 1:30—4:30 pm*

Excel: Performing What-If Analysis & Creating Named Scenarios
Thu. Nov. 12 1:30—4:30 pm

Excel: Advanced Macros & User Defined Functions
Thu. Nov. 19 1:30—4:30 pm

Excel: Formatting & Analyzing IUIE Data
Fri. Sep. 25 9 am—noon
Tue. Oct. 20 1:30—4:30 pm

EXCEL (CONTINUED)

Excel: Statistical Features
Tue. Sep. 29 5:30—7:30 pm

FIREWORKS

Fireworks CS4: The Basics
Mon. Oct. 19 1:30—4:30 pm
Tue. Nov. 10 5:30—8:30 pm

FLASH

Flash CS4: The Basics
Tue. Sep. 29 9 am—noon
Sat. Oct. 31 9 am—noon

Flash CS4: Interactivity Basics
Wed. Sep. 30 9 am—12:30 pm
Sat. Nov. 7 9 am—12:30 pm

Flash CS4: Action Script 3.0 Programming Basics
Fri. Oct. 2 9 am—12:30 pm*

ILLUSTRATOR

Illustrator CS4: The Basics
Tue. Sep. 8 1:30—4:30 pm
Thu. Sep. 17 1:30—4:30 pm
Thu. Oct. 15 1:30—4:30 pm
Tue. Oct. 27 9 am—noon
Wed. Nov. 4 1:30—4:30 pm

Adobe CS4: Pen Tool Basics for Advanced Graphic Design
Thu. Sep. 10 1:30—4:30 pm
Wed. Nov. 18 1:30—4:30 pm

INDESIGN

InDesign CS4: The Basics
Mon. Sep. 14 12:30—4:30 pm
Tue. Sep. 22 1—5 pm
Tue. Oct. 20 9 am—1 pm
Thu. Nov. 5 1—5 pm

InDesign CS4: Refining Your Publication
Tue. Sep. 29 1—4:30 pm
Mon. Nov. 16 1—4:30 pm

IUIE

(See Excel)

MICROSOFT OFFICE:

Microsoft Office 2007: What's New in Word, PowerPoint & Outlook
Wed. Sep. 16 1:30—4:00 pm

MICROSOFT PROJECT

Microsoft Project: The Basics
Tue. Nov. 3 9 am—3 pm

OUTLOOK

Outlook: E-mail Essentials
Tue. Oct. 6 1:30—4:30 pm

Outlook: Scheduling for Success
Tue. Oct. 13 1:30—4:30 pm

PAGE DESIGN

Page Design & Layout Basics
Tue. Sep. 15 1:30—4:30 pm
Tue. Nov. 3 1:30—4:30 pm*

PERL

Perl: The Basics
Tue. Sep. 22 9 am—1 pm*

PHOTOSHOP

Photoshop CS4: The Basics
Mon. Sep. 14 5:30—8:30 pm
Mon. Nov. 2 1:30—4:30 pm
Thu. Nov. 12 9 am—noon

Photoshop CS4: Restoring & Blending Images
Mon. Sep. 21 5:30—8:30 pm
Fri. Nov. 13 9 am—noon*

Photoshop CS4: Retouching & Color Correction
Mon. Sep. 28 5:30—8:30 pm
Thu. Nov. 19 9 am—noon

Photoshop CS4: In-Depth Healing Tools
Mon. Oct. 5 5—9 pm
Fri. Nov. 20 9 am—1 pm*

PHOTO EDITING

Photoshop Elements 7: The Basics
Tue. Nov. 10 9—11 am*

Google Picasa 3: The Basics
Tue. Nov. 17 9—11 am*

PODCASTING

Podcasting: The Basics
Mon. Nov. 9 1:30—4:30 pm

POWERPOINT

PowerPoint: The Basics
Tue. Sep. 15 5:30—8:30 pm
Fri. Oct. 2 9 am—noon

PowerPoint: Enhancing & Packaging a Presentation
Fri. Oct. 9 9 am—noon

PowerPoint: Customizing a Presentation
Fri. Oct. 16 9 am—noon

PROJECT LABS

(These workshops can only be taken as part of their STEPS Certificate Series.)

Access Project Lab
Tue. Dec. 1 9 am—12:30 pm

Desktop Publishing Project Lab
Fri. Nov. 6 9 am—noon*

PowerPoint Project Lab
Wed. Dec. 2 9 am—noon

Web Site Development Project Lab
Thu. Dec. 3 9 am—noon

SPSS

SPSS: The Basics
Tue. Oct. 6 5:30—7:30 pm

SQL

SQL: Data Retrieval
Wed. Oct. 7 9 am—12:30 pm

SQL: Advanced Data Retrieval & Data Modification
Wed. Oct. 14 9 am—noon

UNIX

Unix: The Basics
Tue. Sep. 15 9 am—noon

USER-CENTERED

User-Centered Web Design & Usability Testing
Fri. Nov. 6 9 am—noon

VIDEO

Video Basics: An Overview of Tools & Resources
Tue. Nov. 10 1:30—4:30 pm

After Effects CS4: Video Effects & Text Animation Basics
Wed. Nov. 11 1—5 pm

WEB PUBLISHING

Web Publishing: An Overview of Tools & Resources
Tue. Sep. 8 9 am—10:30 am

LOOKING FOR MORE?

Complete descriptions, the most current schedule and registration information are online at:

<http://ittraining.iu.edu>

WORD

Word: The Essentials
Wed. Sep. 23 1:30—4:30 pm
Tue. Nov. 3 5:30—8:30 pm

Word: Collaborative Tools
Wed. Sep. 30 1:30—3 pm

Word: Regaining Control with AutoCorrect and Styles
Wed. Oct. 7 1:30—5 pm

Word: Graphic Features
Wed. Oct. 21 1:30—4:30 pm

Word: Desktop Publishing
Wed. Oct. 14 1:30—4:30 pm

Word: Mail Merge
Wed. Oct. 28 1:30—4:30 pm

Word: Publishing Research & Longer Documents
Sat. Oct. 17 9 am—noon

XHTML

XHTML: The Basics
Thu. Sep. 10 9 am—noon
Sat. Oct. 24 9 am—noon

XHTML: Structure & Description
Thu. Sep. 17 9 am—noon

XHTML: Web Forms
Thu. Oct. 29 9 am—noon

XML

XML: The Basics
Mon. Oct. 26 1:30—4:30 pm

XML: Transforming Content with XSLT & XPath
Tue. Oct. 27 1:30—4:30 pm

WORKSHOP LOCATIONS

Dates and times with an * will be in IT121.
Dates and times in BLACK will be in IT127.

Dates and times in RED will be in the Campus Center, CE380.

PARKING INFORMATION

Additional information about our classrooms, including maps, directions, and parking options, can be found under the "About our training facilities" link at:

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



INDIANA UNIVERSITY

UNIVERSITY INFORMATION TECHNOLOGY SERVICES

IT Training & Education
535 W Michigan Street
Indianapolis, IN 46202-5157

Come see us in the Campus Center, Room CE380 for the following workshops:

Dreamweaver CS4: The Basics		
Mon.	Sep. 21	1:30—4:30 pm
Thu.	Nov. 19	1:30—4:30 pm
Illustrator CS4: The Basics		
Thu.	Sep. 17	1:30—4:30 pm
Thu.	Oct. 15	1:30—4:30 pm
Tue.	Oct. 27	9 am—noon
InDesign CS4: The Basics		
Mon.	Sep. 14	12:30—4:30 pm
Tue.	Oct. 20	9 am—1 pm
InDesign CS4: Refining Your Publication		
Mon.	Nov. 16	1—4:30 pm

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. 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 their entire 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 newsletter 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 IUware (<http://iuware.iu.edu>). From the IUware 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 presentations, watch the recorded sessions 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

90 MINUTES WORKSHOPS

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

2-3 1/2 HOUR WORKSHOPS

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

4-6 HOUR WORKSHOPS

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

LOOKING FOR MORE?

Complete descriptions, the most current schedule and registration information are online at:

<http://ittraining.iu.edu>

QUESTIONS? CONTACT US!

IT TRAINING & EDUCATION
UNIVERSITY INFORMATION TECHNOLOGY SERVICES
<http://ittraining.iu.edu/>
317-274-7383 • ittraining@iupui.edu

WORKSHOP LOCATIONS

Most workshops take place in the ICTC building,
535 W Michigan Street
(on the corner of West & Michigan Streets)
Rooms IT127 and IT121.

BEFORE



AFTER



Simplifying Technology,
Enhancing Productivity and Skills

IUPUI FALL 2009 SCHEDULE
IT TRAINING & EDUCATION
STEPS COMPUTING WORKSHOPS

IUPUI
INDIANA UNIVERSITY
PURDUE UNIVERSITY
INDIANAPOLIS

IT Training & Education
University Information Technology Services
Indiana University/Purdue University/Indianapolis
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