

# IT TRAINING CATALOG

Last updated: Spring 2017

**Simplifying Technology**  
**Enhancing Productivity and Skills**



## LEARNING TECHNOLOGIES

# A world of learning options

## Online workshops and webinars

IT Training continues to expand its outreach by offering more training online allowing you to take workshops and webinars at the location that best suits your needs. Webinars are offered in presentation mode that allows you to chat with the instructor. Online workshops are like our regular classroom workshops in that they facilitate assisted hands-on practice; participants can also ask questions of the instructor via chat.

## Get up and running in Adobe CC 2015 and Office 2016

Our popular Adobe and Microsoft Office workshops are taught in the most current versions - Adobe CC 2015 and Office 2016. Take advantage of the opportunity to grow your skills with the most-used software tools!

## EdCerts

Our EdCert (Education Certification) program delivers high-quality industry standard advanced technical training to members of the IU community, and many can be taken by non-IU participants as well. Learn more on p. 4 and by checking out the descriptions on pp. 34.

## Workshop materials

IU faculty, staff and students can download IT Training's workshop materials for self-study learning. Go to [ittraining.iu.edu/downloads](http://ittraining.iu.edu/downloads) to get started. If you are not a member of the IU community, you can still order printed copies to use in self-study mode. To place an order, go to [ittraining.iu.edu/materials](http://ittraining.iu.edu/materials).

## Stay in touch

You can subscribe to our monthly it2go newsletter to keep up to date with the latest training news. You can also subscribe to the IT Training Tips blog or follow us on Twitter or Facebook. See the Stay Connected section at [ittraining.iu.edu](http://ittraining.iu.edu).

## IT Training Tips blog

Our award-winning IT Training Tips blog ([ittrainingtips.iu.edu](http://ittrainingtips.iu.edu)) has short text and video based tutorials and how-to tips on a wide range of technology topics. Use IT Training Tips to learn more about applications you learned to use in workshops or to start studying new computing topics. Comment or ask questions on the articles you read and join in on the conversations.

# Step ahead

## With award-winning training

UITS IT Training has won international awards for its workshop materials and online training offerings. Additionally, universities and organizations from around the world are using IT Training workshop materials in their own training programs.

## On the most current technologies

We keep our technology up to date to help you keep on top of the most current innovations.

## Taught by experienced instructors

Our instructors average more than 10 years experience in developing and delivering training and education. Our staff members have chaired programs, judged competitions, and presented papers at national conferences.

## Teaching the latest technologies!

IT Training's workshops are designed to help you build your productivity and problem solving skills. By making the technology simpler for you, we can help you expand your creative canvas and enable you to get your work done more efficiently and effectively. In 2013, 95% of all workshop participants indicated on their workshop evaluation form that what they learned in the workshop would help them in their career or academic work. Additionally, the UITS user survey indicated an overwhelming 97% satisfaction with our self-study options such as lynda.com, Skillsoft and Microsoft eLearning courses; downloadable workshop materials; IT Training Tips blog; and Oncourse Feature Demos.

## Follow us on Social Media



## Ready, set, learn!

Look through the catalog and visit us online and get a STEP ahead!

[ittraining.iu.edu](http://ittraining.iu.edu)

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## Questions? Contact us!

UITS IT Training

Phone: (812) 855-7383 or (317) 274-7383

Email: [ittraining@iu.edu](mailto:ittraining@iu.edu)

# Instructor-led training

## IT Training workshops, webinars, coaching sessions, & certificate series

Our workshops are open to everyone, and most are offered at no cost to staff, faculty, and students from any IU campus and offered for a nominal fee to everyone else. Webinars and coaching sessions are no cost to everyone. In addition:

- IT Training workshops have won multiple national awards.
- Workshops are taught on the Bloomington and Indianapolis campuses and many are also offered online.
- Webinars are regularly offered online on new and cutting edge topics
- Workshops and webinars are offered on more than 80 beginning to advanced topics.
- Workshops are offered in a modular sequence so you can take the appropriate workshops for your skill level.
- Most workshops and webinars are 1-3 hours long and include materials you keep.
- Webinars are recorded allowing you to view them if you are unable to attend the session.
- Many workshops are part of a series to help you build skills over time.
- Workshops combine instructor lecture with hands-on practice.
- Assistants are available to help participants.
- You can download exercise files from our Website to work through the materials on your own.
- Brief descriptions of all workshops can be found on pp. 6-39.
- IT Training Certificate Series are available. Series enable you to earn certificates by taking a group of related workshops. Paying participants receive a 10% discount when they register for all workshops in a series at once. See descriptions on pp. 4-5.
- We can provide assistance for persons with disabilities. Advance notice is important. Contact us if you have a need.

The most current descriptions, schedules, and registration

information can be found online at:

[ittraining.iu.edu/training](http://ittraining.iu.edu/training)

## Canceling your enrollment

Due to the popularity of our workshops, we ask that you give us at least two weekdays advance notice if you will be unable to attend a workshop. You can cancel your enrollment online through your user profile or by contacting us.

- If you paid to enroll in a workshop that you cannot attend, we will refund your registration fee only if you notify us at least two working days before the day the workshop is scheduled to be taught.
- If you are enrolled in a free workshop that you cannot attend, please notify us at least two weekdays in, so we can make your seat available to other participants.
- Anyone who enrolls but fails to attend or give adequate advance cancellation notice for three free workshops during an academic year will lose their free registration privileges for the rest of that academic year.
- Anyone who loses their free registration privileges can still reserve a seat in a workshop for a fee or participate as a walk-in registrant at no charge, provided seating is available.

## Our guarantee

If you paid to attend a regularly scheduled workshop and are not completely satisfied, we will cheerfully refund your registration fee.

## EdCerts

Our EdCert (Education Certification) program delivers high-quality industry standard advanced technical training to departmental computing support providers, technical staff, enrolled IU students, faculty who teach advanced technical topics in their academic classes, and others. Most EdCerts use third party training materials from industry leaders like Microsoft and CompTIA and so there is typically a registration fee. Most EdCerts are multi-day and cover advanced topics in depth. Taking EdCert courses helps prepare attendees to take industry standard professional certification exams.

To learn more about the EdCert program, see descriptions on pp. 30-32. To register, go to:

[ittraining.iu.edu/edcert](http://ittraining.iu.edu/edcert)

# Self-study, certification, & group training

## Self-study options

IT Training offers a wide range of self-study options:

- Lynda.com offers more than 2,000 video-based elearning courses on Adobe, Microsoft, and Macintosh-specific applications, open source technologies, and multimedia and web development. This award-winning service is available to IU staff, faculty, and students statewide.
- Thousands of eLearning courses on advanced IT topics and professional skills are available for a nominal fee through Indiana University's license agreement with Skillssoft.
- Microsoft eLearning courses on Office and Windows are available to IU students, staff, and faculty at no charge.
- IU students, staff, and faculty can download workshop materials at no charge. Anyone can order printed copies for a small fee. You can also download the associated exercise files to use in working through workshop content on your own.
- Free IT Training-developed tutorials and course materials are available on new features in Adobe, Oncourse CL, Windows End-User Security, student email, UniCom, podcasting, and more.

To learn more about all of your training options, visit:

[ittraining.iu.edu/online](http://ittraining.iu.edu/online)

## Skills certification

IT Training offers Microsoft Office Specialist exams, which enable you to certify your skills in Office 2013 applications. We also offer Transcender and Prometric exam vouchers to EdCert participants who want to certify their skills in advanced IT topics. Additionally, you can earn certificates by taking IT Training Certificate Series.

To learn more about your certification options, visit IT Training's Certification page at:

[ittraining.iu.edu/certification](http://ittraining.iu.edu/certification)

## Group training options

IT Training also offers special training opportunities for your class, department, business, or group.

## Room reservations

Our training classrooms are also available for reservation for conferences, meetings, and special events for a fee. To get more information or to reserve a training room at IU Bloomington or IUPUI, go to:

[ittraining.iu.edu/services/room\\_res.aspx](http://ittraining.iu.edu/services/room_res.aspx)

## Special request workshops

Faculty, AIs, and TAs at IU Bloomington and IUPUI can request that we teach a specially scheduled session of most workshop topics to their students at no charge. Additionally, departments, businesses, and other groups can request that we teach a specially scheduled session of a workshop to their staff at no charge. To get more information, or to request a specially scheduled workshop, go to:

[ittraining.iu.edu/request](http://ittraining.iu.edu/request)

Note: Special Request workshops scheduled as resources permit. Please give at least three weeks advance notice.

## Faculty, AIs and TAs using our materials to teach their students

Faculty, AIs, and TAs on all IU campuses are welcome to use our materials at no charge to teach their students. Contact us if you would like to pursue this option:

IU Bloomington: [ittraining@iu.edu](mailto:ittraining@iu.edu) or (812) 855-7383  
IUPUI: [ittraining@iu.edu](mailto:ittraining@iu.edu) or (317) 274-7383

# IT Training Certificate Series

## Overview

IT Training is making it easier for you to find the training you need and to enable you to earn the recognition you are looking for when you expand your computing skills with us! These series will help you grow your skills in Office and Adobe applications, web development, and desktop publishing.

## General information

IT Training Certificate Series enable you to earn certificates by taking a group of related workshops together. Certificate Series attendees receive a certificate of achievement on completion, and paying participants receive a 10% discount when they register for all workshops in a series at once. This is the perfect way to learn about an application or topic in a comprehensive way!

To register for an IT Training Certificate Series online, go to:

[ittraining.iu.edu/workshops/series.aspx](http://ittraining.iu.edu/workshops/series.aspx)

## Workshop fees

### 90-minute workshops

- Free to IU students, staff & faculty
- \$10 IU affiliates (IU Health, IU Foundation, IU Credit Union, I-Light, etc.)
- \$15 IU Alumni, general public & non-profit

### 2-3 1/2-hour workshops

- Free to IU students, staff, & faculty
- \$20 IU affiliates (IU Health, IU Foundation, IU Credit Union, I-Light, etc.)
- \$45 IU Alumni & non-profit agency employees, general public

### 4-6-hour workshops

- Free to IU students, staff & faculty
- \$30 IU affiliates (IU Health, IU Foundation, IU Credit Union, I-Light etc.)
- \$45 IU Alumni & non-profit agency employees, general public

## IT Training Certificate Series

**SAVE 10%** off the cost of the workshops by registering for all workshops in a series at once.

## Access 2016 end-user

Databases are ideal tools for tracking large volumes of data, and Microsoft Access is a popular and powerful tool used to design and develop Windows-based databases. This series, which is intended for new Access users, introduces the most important features in Access which end-users need to know to work with Access databases.

Participants must complete the following workshops to receive a certificate:

- Access 2016: The basics
- Access 2016: Structuring & Relating Data
- Access 2016: Analyzing & Modifying Data with Queries
- Access 2016: Designing the Database Interface

## Office 2016 productivity

In this series, you will be introduced to a variety of Microsoft Office applications and learn ways you can make them work together. Participants will learn the basic skills for day-to-day office activities from creating a spreadsheet in Excel to creating a PowerPoint presentation.

Participants must complete the following workshops to receive a certificate:

- Outlook 2016: Managing Your Email
- Outlook 2016: Calendar Essentials
- Word 2016: The basics
- PowerPoint 2016: The basics
- Excel 2016: The basics
- Access 2016: The basics

## Excel 2016 end-user

Excel is the most-used spreadsheet and analysis application today. In this series, you will be introduced to some of the most commonly used features in Excel and build upon that foundation as you extend your charting and data tracking and analysis skills in Excel.

Participants must complete the following workshops to receive a certificate:

- Excel 2016: The basics
- Excel 2016: Charts & graphics
- Excel 2016: Data management
- Excel 2016: Basic automation using macros
- Excel 2016: Analyzing data with pivot tables

# IT Training Certificate Series (cont'd)

## Desktop publishing fundamentals

Documents that require precise layout of text and graphics, such as brochures, newsletters, and professional looking flyers, are typically designed using several graphics software applications that specialize in certain tasks. Adobe, Inc. offers all of these applications in a package named Creative Suite, which includes Photoshop, Illustrator, and InDesign. In this series you will learn how to use Photoshop to modify photographs, use Illustrator to create logos and line art, and how to pull it all together with text into a layout using InDesign.

Participants must complete the following workshops to receive a certificate:

- Photoshop CC 2015: The basics
- Illustrator CC 2015: The basics
- Page design & layout basics
- InDesign CC 2015: The basics
- InDesign CC 2015: Using page masters for efficient design
- Desktop Publishing Project Lab

**Note:** The Project Lab is a special workshop for series registrants only, and it gives participants practice in creating a completed print project.

## Web creation

Developing even simple websites according to current standards demands an understanding of Extensible Hypertext Markup Language (XHTML) and Cascading Style Sheets (CSS). Adobe Dreamweaver is a robust tool for visually designing and building Web pages, but it is often not enough. Most web pages also utilize images, whether in the form of banners, buttons, logos, photos or scans. Adobe Illustrator has become the industry standard for creating graphics and logos for Websites. Photoshop is the industry standard for working with photos and scanned images. Illustrator and Photoshop also provide excellent integration with Dreamweaver to streamline the web development process. This series provides a comprehensive introduction to HTML, CSS, and Web image production; it concludes with a practice lab where participants can apply what they've learned in an open-ended setting and independently create web resources/

Participants must complete the following workshops to receive a certificate:

- HTML5 & CSS: The basics
- HTML5 & CSS: Structuring Pages
- HTML5 & CSS: Creating Style for the Web
- Dreamweaver CC 2015: The basics
- Creating graphics for the web
- Web Creation Project Lab

**Note:** The Project Lab is a special workshop for series registrants only, and it gives participants practice in creating a website with integrated graphics.

# Design & media

## Audio

### Desktop publishing

#### Illustrator CC 2015: The basics

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. In this workshop, participants will learn how the basics of Adobe Illustrator, a drawing program. Participants will spend time building basic skills like drawing with brushes, creating and combining shapes, and using gradients, and will then use those skills to create a professional looking business logo. In this workshop, you will:

- Explore the shape creation tools
- Combine and alter shapes
- Create gradients
- Understand the different selection tools
- Understand stroke and fill
- Create a professional looking logo

**Prerequisite:** Windows: Basic computing skills or equivalent skills

**Length:** 3 hours

#### Creating graphics for the web

This workshop lasts 3 hours, and is part of the certificate series Web Creation. This workshop introduces the different tools in Illustrator and Photoshop for creating web graphics. Participants will create graphics for a website, including buttons, a logo, and a banner image. During the creation process, participants will learn about optimizing graphics for the web and various techniques for creating web graphics in Illustrator and Photoshop. What You'll learn:

- Learn the difference between vector and bitmap graphics
- Create graphics for a website, including a banner, buttons, and a logo
- Learn techniques for creating images for the web in Photoshop and Illustrator
- Optimize images for the web in both Photoshop and Illustrator

**Prerequisite:** Illustrator CC 2015: The basics, Photoshop CC 2015: The basics or equivalent skills

What you need to know:

- Navigate the Illustrator interface
- Navigate the Photoshop interface
- Work with shapes and text in Illustrator
- Perform basic photo editing in Photoshop

**Length:** 3 hours

**Note:** Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS

### Web creation project lab

This workshop lasts 3 hours, and is part of the certificate series Web Creation. In this hands-on lab session, you will integrate and reinforce the skills you learned HTML5 & CSS: The Basics, HTML5 & CSS: Structuring Pages, HTML5 & CSS: Creating Style for the Web, Dreamweaver CC 2015: The Basics, and Creating Graphics for the Web to independently create Web resources. You will be given guidelines to create the various projects. What You'll learn:

- Gain additional practice and experience working with web design and development tools
- Get reinforcement on concepts and skills learned in the prerequisite workshops
- Use an individualized, creative, and explorative approach to Web design
- Gain experience integrating HTML, CSS, Dreamweaver and graphics

**Prerequisite:** Creating Graphics for the Web, Dreamweaver CC 2015: The Basics, HTML5 & CSS: Creating Style for the Web, HTML5 & CSS: Structuring Pages, HTML5 & CSS: The Basics or equivalent skills

What you need to know:

- Structure text and image content for the web using HTML5
- Style a web page using Cascading Style Sheets (CSS)
- Design a web site using Dreamweaver
- Work with templates in Dreamweaver
- Create graphics incorporating text, vector paths, strokes and fills using Illustrator
- Optimize and export graphics for use on the Web

**Length:** 3 hours

**Note:** You can only register for this workshop as part of the Web Site Development Fundamentals certificate series

#### InDesign CC 2015: The basics

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. This workshop is intended to be a three-hour hands-on experience. In the context of constructing a basic newsletter, participants of this workshop will manipulate text and graphic objects using a broad range of InDesign tools. Brief references to basic design principles and terminology will be incorporated into the process. In this workshop, you will:

- Apply basic principles of layout and design
- Set up a publication
- Create, edit, and apply styles to format text
- Work with text and graphic frames
- Import and place external graphics

**Prerequisite:** Adobe CC 2015: Interface Basics, Word 2013: The essentials or equivalent skills

What you need to know:

- Use word processing features
- Apply text styles
- Be proficient with refined mousing tasks

**Length:** 3 hours

## InDesign CC 2015: Using page masters for efficient design

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. Participants will work on a newsletter publication that features both text and graphics. While participants edit the original document and expand it, they will learn how to use InDesign page masters, which are underlying templates for document pages. They will also learn how to: flow text from one part of a document to another; check a document for errors; and perform some common publishing techniques. In this workshop, you will:

- Configure and apply page masters
- Create headers and footers
- Create automatic “continued on” segments
- Thread a story with in and out ports
- Copy and paste with the Content Collector and Content Placer tools
- Modify a frame and content independently
- Resolve missing links and fonts
- Package a publication for sending
- Export in Portable Document Format

**Prerequisite:** InDesign CC 2015: The basics or equivalent skills  
What you need to know:

- Use Adobe tools and panels
- Create and modify frames
- Apply styles to text
- Import and place graphics

**Length:** 3 hours

## Page design & layout basics

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. This workshop introduces basic page design theory. It is not a “hands-on” experience, except during a group project. The workshop is designed to provide basic instruction on how plan a publication’s layout. In this workshop, you will:

- Learn how readers perceive and view elements of text, graphics, and “white space”
- Explore how to best convey the purpose through placement choices
- Learn about the anatomy of typography and usability
- Learn how to examine and troubleshoot type, graphics, and visual elements
- Learn to plan color in a document
- Gain a basic understanding of publication terminology

**Prerequisite:** InDesign CC 2015: The Basics or equivalent skills  
What you need to know:

- Use a mouse
- Use Windows command menus
- Save and organize files
- How to open a file, place, and modify objects in Adobe InDesign

**Length:** 3 hours

## Desktop publishing project lab

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. In this 3-hour lab session, you will integrate the skills you learned in Photoshop, Illustrator, and InDesign to independently create a design project. You will work with predetermined materials and your own design ideas. In this workshop, you will:

- Create a layout using InDesign
- Crop and resize photos (provided), with Photoshop
- Place a main body of text (provided)
- Create subheads within the main body
- Work with a separate piece of text
- Create a banner or nameplate, featuring the name of the publication
- Apply at least two text styles
- Use one or more color elements
- Create a vector-based object using Illustrator

**Prerequisite:** Illustrator CC 2015: The Basics, InDesign CC 2015: The Basics, Photoshop CC 2015: The Basics or equivalent skills  
What you need to know:

- Generate and manage text and graphic frames in InDesign
- Resize and crop images using Photoshop
- Work with font specifications in InDesign
- Use Paragraph Styles in InDesign
- Work with the Color palette in InDesign
- Manipulate a vector object in Illustrator

**Length:** 3 hours

**Note:** You can only register for this workshop as part of the Desktop Publishing Fundamentals certificate series

## Photoshop CC 2015: The basics

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. In this workshop, participants will learn the basics of Adobe Photoshop, the premiere image editing application. Participants will learn how to retouch a photo while building skills that will help them go further with the application. Participants will also work on a more complex photo compositing project, and learn about layers, selections, healing tools, and image adjustments. In this workshop, you will:

- Understand the Photoshop interface
- Retouch and blend two images
- Understand layers
- Use effects and filters
- Use the History Panel
- Save a file for the web
- Use basic healing tools

**Prerequisite:** Adobe CC 2015: Interface Basics or equivalent skills  
What you need to know:

- Use the mouse and keyboard proficiently

**Length:** 3 hours

## Word 2013: The essentials

This workshop lasts 3 hours, and is part of the certificate series Office 2013 Productivity. This workshop introduces some of the more commonly used commands and tools available in Microsoft Word. Intended for participants who are already comfortable with basic text editing and formatting, this workshop covers more advanced topics such as using tabs, creating lists, working with headers and footers, using styles, sorting text, and saving a Word document for the web. In this workshop, you will:

- Utilize views and styles
- Change line spacing
- Align text using tabs and indents
- Sort information
- Format bulleted and numbered lists
- Create headers and footers
- Create cover pages
- Add bibliographies and footnotes

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Perform basic actions with the keyboard and mouse
- Format text (for example, make text bold or italicized)
- Check spelling and grammar
- Change line spacing
- Insert page breaks and page numbering
- Save backup copies of documents to a diskette

**Length:** 3 hours

## Graphics & Animations

### Illustrator CC 2015: The basics

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. In this workshop, participants will learn how the basics of Adobe Illustrator, a drawing program. Participants will spend time building basic skills like drawing with brushes, creating and combining shapes, and using gradients, and will then use those skills to create a professional looking business logo. In this workshop, you will:

- Explore the shape creation tools
- Combine and alter shapes
- Create gradients
- Understand the different selection tools
- Understand stroke and fill
- Create a professional looking logo

**Prerequisite:** Windows: Basic computing skills or equivalent skills

**Length:** 3 hours

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This workshop lasts 3 hours, and is part of the certificate series Web Creation. This workshop introduces the different tools in Illustrator and Photoshop for creating web graphics. Participants will create graphics for a website, including buttons, a logo, and a banner image. During the creation process, participants will learn about optimizing graphics for the web and various techniques for creating web graphics in Illustrator and Photoshop. What You'll learn:

- Learn the difference between vector and bitmap graphics
- Create graphics for a website, including a banner, buttons, and a logo
- Learn techniques for creating images for the web in Photoshop and Illustrator
- Optimize images for the web in both Photoshop and Illustrator

**Prerequisite:** Illustrator CC 2015: The basics, Photoshop CC 2015:

The basics or equivalent skills

What you need to know:

- Navigate the Illustrator interface
- Navigate the Photoshop interface
- Work with shapes and text in Illustrator
- Perform basic photo editing in Photoshop

**Length:** 3 hours

**Note:** Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS

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- Gain additional practice and experience working with web design and development tools
- Get reinforcement on concepts and skills learned in the prerequisite workshops
- Use an individualized, creative, and explorative approach to Web design
- Gain experience integrating HTML, CSS, Dreamweaver and graphics

**Prerequisite:** Creating Graphics for the Web, Dreamweaver CC 2015: The Basics, HTML5 & CSS: Creating Style for the Web, HTML5 & CSS: Structuring Pages, HTML5 & CSS: The Basics or equivalent skills

What you need to know:

- Structure text and image content for the web using HTML5
- Style a web page using Cascading Style Sheets (CSS)
- Design a web site using Dreamweaver
- Work with templates in Dreamweaver
- Create graphics incorporating text, vector paths, strokes and fills using Illustrator
- Optimize and export graphics for use on the Web

**Length:** 3 hours

8 **Note:** You can only register for this workshop as part of the Web Site

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This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. This workshop is intended to be a three-hour hands-on experience. In the context of constructing a basic newsletter, participants of this workshop will manipulate text and graphic objects using a broad range of InDesign tools. Brief references to basic design principles and terminology will be incorporated into the process. In this workshop, you will:

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- Set up a publication
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What you need to know:

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- Create automatic “continued on” segments
- Thread a story with in and out ports
- Copy and paste with the Content Collector and Content Placer tools
- Modify a frame and content independently
- Resolve missing links and fonts
- Package a publication for sending
- Export in Portable Document Format

**Prerequisite:** InDesign CC 2015: The basics or equivalent skills

What you need to know:

- Use Adobe tools and panels
- Create and modify frames
- Apply styles to text
- Import and place graphics

**Length:** 3 hours

## Page design & layout basics

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- Explore how to best convey the purpose through placement choices
- Learn about the anatomy of typography and usability
- Learn how to examine and troubleshoot type, graphics, and visual elements
- Learn to plan color in a document
- Gain a basic understanding of publication terminology

**Prerequisite:** InDesign CC 2015: The Basics or equivalent skills

What you need to know:

- Use a mouse
- Use Windows command menus
- Save and organize files
- How to open a file, place, and modify objects in Adobe InDesign

**Length:** 3 hours

## Photoshop CC 2015: The basics

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- Understand the Photoshop interface
- Retouch and blend two images
- Understand layers
- Use effects and filters
- Use the History Panel
- Save a file for the web
- Use basic healing tools

**Prerequisite:** Adobe CC 2015: Interface Basics or equivalent skills

What you need to know:

- Use the mouse and keyboard proficiently

**Length:** 3 hours

## PowerPoint 2013: The basics

This workshop lasts 3.5 hours, and is part of the certificate series Office 2013 Productivity. PowerPoint is the most popular and widely used presentation software package in the world. This workshop will teach participants, with little or no previous experience with PowerPoint, how to create and deliver a finished presentation. In this workshop, you will:

- Add, rearrange, and delete slides
- Import slides from another presentation into a slide show
- Apply layouts, themes, and QuickStyles
- Work with text and bullets
- Apply simple animations and transitions
- Create presentations that are accessible for individuals with disabilities
- Create audience and presenter handouts
- Rehearse and deliver a presentation
- Package a presentation for use on other computers

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Use a mouse
- Work with command menus

**Length:** 3.5 hours

## Presentations

### PowerPoint 2016: The basics

This workshop lasts 3.5 hours, and is part of the certificate series Office 2016 Productivity. PowerPoint is the most popular and widely used presentation software package in the world. This workshop will teach participants, with little or no previous experience with PowerPoint, how to create and deliver a finished presentation. In this workshop, you will:

- Add, rearrange, and delete slides
- Import slides from another presentation into a slide show
- Apply layouts, themes, and QuickStyles
- Work with text and bullets
- Apply simple animations and transitions
- Create presentations that are accessible for individuals with disabilities
- Create audience and presenter handouts
- Rehearse and deliver a presentation
- Package a presentation for use on other computers

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Use a mouse
- Work with command menus

**Length:** 3.5 hours

## Web design

### HTML5 and CSS: The basics

This workshop lasts 3.5 hours, and is part of the certificate series Web Creation. HTML and CSS are languages used in order to build web pages. This is a beginner's workshop on learning how to read and code these languages. Participants will learn how to structure content for the web, incorporate graphics, and style a web page. In this workshop, you will:

- Structure text and image content for the web using HTML5
- Learn semantic markup new to the HTML standard
- Style a web page using Cascading Style Sheets (CSS)
- Create hyperlinks to link to other pages
- Learn the box model for basic layout
- Make web pages accessible and well-formed

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Type well
- Save and organize files

**Length:** 3.5 hours

**Note:** Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS

### HTML5 and CSS: Creating Style for the Web

This workshop lasts 3.5 hours, and is part of the certificate series Web Creation. Round-out your HTML5 & CSS knowledge by learning more techniques for creating style for a web page. This workshop will teach how to refine table structure, embed video, use non-standard fonts in your site using Web Fonts, more accurately position elements on a page, create responsiveness using Media Queries, and more flexible style practices using multiple class selectors and grid systems. This workshop focuses on CSS, but like the previous workshops in this series, there is discussion of HTML5 as well. In this workshop, you will:

- Create more structure in tables
- Embed video on a web page
- Use Web Fonts
- Use Media Queries
- Use a grid system to create basic responsiveness on the web

**Prerequisite:** HTML5 & CSS: Structuring Pages or equivalent skills

What you need to know:

- Create and style tables
- Use external stylesheets
- Create internal-page navigation
- Use pseudo-classes
- Create CSS buttons

**Length:** 3.5 hours

## HTML5 & CSS: Structuring Pages

This workshop lasts 3.5 hours, and is part of the certificate series Web Creation. Expand your HTML5 & CSS: The Basics knowledge by learning how to fully structure your pages. Learn how to create CSS buttons, internal-page hyperlinks, tables, useful navigation, useful footers, and properly formatting dates and addresses. This workshop focuses on HTML5 markup, but like HTML5 & CSS: The Basics, CSS will be used to make the project visually appealing. In this workshop, you will:

- Use metadata effectively
- Use external stylesheets to standard multiple pages
- Create and style tables
- Create internal-page navigation
- Create a well formed header and footer
- Use pseudo-classes to add interest to a document

**Prerequisite:** HTML5 & CSS: The Basics or equivalent skills

What you need to know:

- Structure text and image content for the web using HTML5
- Use semantic markup
- Create hyperlinks to link to other pages
- Understand the box model for basic layout
- Make an accessible, well-formed web page

**Length:** 3.5 hours

## Web creation project lab

This workshop lasts 3 hours, and is part of the certificate series Web Creation. In this hands-on lab session, you will integrate and reinforce the skills you learned HTML5 & CSS: The Basics, HTML5 & CSS: Structuring Pages, HTML5 & CSS: Creating Style for the Web, Dreamweaver CC 2015: The Basics, and Creating Graphics for the Web to independently create Web resources. You will be given guidelines to create the various projects. What You'll learn:

- Gain additional practice and experience working with web design and development tools
- Get reinforcement on concepts and skills learned in the prerequisite workshops
- Use an individualized, creative, and explorative approach to Web design
- Gain experience integrating HTML, CSS, Dreamweaver and graphics

**Prerequisite:** Creating Graphics for the Web, Dreamweaver CC 2015: The Basics, HTML5 & CSS: Creating Style for the Web, HTML5 & CSS: Structuring Pages, HTML5 & CSS: The Basics or equivalent skills

What you need to know:

- Structure text and image content for the web using HTML5
- Style a web page using Cascading Style Sheets (CSS)
- Design a web site using Dreamweaver
- Work with templates in Dreamweaver
- Create graphics incorporating text, vector paths, strokes and fills using Illustrator
- Optimize and export graphics for use on the Web

**Length:** 3 hours

**Note:** You can only register for this workshop as part of the Web Site Development Fundamentals certificate series

## Dreamweaver CC 2015: The Basics

This workshop lasts 3.5 hours, and is part of the certificate series Web Creation. Dreamweaver is used to create web pages and manage web sites. This workshop is intended for people with a basic understanding of HTML and CSS, but little or no experience using Dreamweaver. In this session we'll add text, images, and style to web pages. In addition, we'll explore how to use templates to make controlling and updating page content a snap. In this workshop, you will learn:

- The Dreamweaver interface
- How to add text and image content
- Re-use content from external text files
- Work with CSS styles
- Insert links
- Implement templates to reduce web site maintenance time
- Upload a completed site to a web server

**Prerequisite:** Adobe CC 2015: Interface Basics, HTML5 & CSS: The Basics

What you need to know:

- Understand the general interface of Adobe programs
- How to structure text and image content for the web using HTML5
- How to style a web page using Cascading Style Sheets (CSS)
- Understand the box model for basic layout

**Length:** 3.5 hours

**Note:** Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS

## Illustrator CC 2015: The basics

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. In this workshop, participants will learn how the basics of Adobe Illustrator, a drawing program. Participants will spend time building basic skills like drawing with brushes, creating and combining shapes, and using gradients, and will then use those skills to create a professional looking business logo. In this workshop, you will:

- Explore the shape creation tools
- Combine and alter shapes
- Create gradients
- Understand the different selection tools
- Understand stroke and fill
- Create a professional looking logo

**Prerequisite:** Windows: Basic computing skills or equivalent skills

**Length:** 3 hours

## Creating graphics for the web

This workshop lasts 3 hours, and is part of the certificate series Web Creation. This workshop introduces the different tools in Illustrator and Photoshop for creating web graphics. Participants will create graphics for a website, including buttons, a logo, and a banner image. During the creation process, participants will learn about optimizing graphics for the web and various techniques for creating web graphics in Illustrator and Photoshop. What You'll learn:

- Learn the difference between vector and bitmap graphics
- Create graphics for a website, including a banner, buttons, and a logo
- Learn techniques for creating images for the web in Photoshop and Illustrator
- Optimize images for the web in both Photoshop and Illustrator

**Prerequisite:** Illustrator CC 2015: The basics, Photoshop CC 2015:

The basics or equivalent skills

What you need to know:

- Navigate the Illustrator interface
- Navigate the Photoshop interface
- Work with shapes and text in Illustrator
- Perform basic photo editing in Photoshop

**Length:** 3 hours

**Note:** Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS

## Photoshop CC 2015: The basics

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. In this workshop, participants will learn the basics of Adobe Photoshop, the premiere image editing application. Participants will learn how to retouch a photo while building skills that will help them go further with the application. Participants will also work on a more complex photo compositing project, and learn about layers, selections, healing tools, and image adjustments. In this workshop, you will:

- Understand the Photoshop interface
- Retouch and blend two images
- Understand layers
- Use effects and filters
- Use the History Panel
- Save a file for the web
- Use basic healing tools

**Prerequisite:** Adobe CC 2015: Interface Basics or equivalent skills

What you need to know:

- Use the mouse and keyboard proficiently

**Length:** 3 hours

# IU systems

## Academic systems

### Canvas: First look

In this webinar, jointly offered by CITL and IT Training, we will explore and discuss the structure of Canvas, IU's new learning management system. The presentation will give instructors an understanding of the interactivity of Canvas tools and how that influences how courses are set up. Participants will learn about the following Canvas tools:

- How to navigate through a new course
- How to set up your course in Canvas
- The basics of the Assignments tool
- The basics of the Syllabus tool

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Be familiar with Oncourse or other learning management systems

**Length:** 60 minutes

### Canvas: Assignments & Grading overview

In this webinar, jointly offered by CITL and IT Training, we will demonstrate how the Assignments and Grades tools in Canvas present graded activities to students, and how instructors record grades and keep students informed about their progress. In this webinar, you will learn:

- How to add assignments
- How to organize assignments into groups
- How to build the gradebook with the assignments tool
- How to grade assignments using SpeedGrader
- How to grade assignments using the gradebook
- How to use the View'em tool in Canvas

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Basic computer skills

**Length:** 60 minutes

## Canvas: Organizing Content with the Pages and Modules Tools

Canvas offers new ways of organizing and presenting content to students through the Pages and Modules tool. Organize files, assignments, quizzes, web links, and custom web pages in a format that guides the learner experience through your course content. In this session, you will learn:

- How to use the Pages tool in Canvas
- How to use the Modules tool in Canvas

**Prerequisite:** Canvas: First look

What you need to know:

- Be familiar with the Canvas interface

**Length:** 90 minutes

## Administrative systems

### Excel 2016: Formatting & analyzing IUIE data (Emp. only)

This workshop is specifically designed for any IU staff member who uses Excel to format IUIE data. Participants will learn how to format text and numeric data, create and remove subtotals, convert data to a table, sort and filter data, automate work using macros, and analyze data using pivot tables. In this workshop, you will:

- Format text and numeric data
- Use macros to automate tasks
- Use AVERAGE, COUNTIF, and VLOOKUP functions
- Create and remove subtotals
- Work with Table features
- Sort and filter data
- Analyze data using pivot tables

**Prerequisite:** Excel 2016: The basics or equivalent skills

What you need to know:

- Navigate an Excel spreadsheet
- Switch back and forth between Windows applications
- Enter and edit data
- Work with basic formulas and functions
- Save and print a worksheet

**Length:** 3 hours

**Note:** It is recommended that IU staff that the IUIE Reporting Basics workshop or at least have some experience using the IUIE environment before taking this Excel workshop.

## IUIE reporting basics (Emp. only)

This workshop is intended to be a three-hour, hands-on experience. This course covers: accessing the IUIE, navigating in IUIE, working with catalogs, working with report objects, using control tables, and using the scheduling function. This workshop is intended for staff. In this workshop, you will learn:

- How to access IUIE through One.IU
- Basic navigation in IUIE
- How to work with catalogs
- How to work with parameters in reports
- How to run reports
- How to use control tables
- How to use the scheduling function

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Ability to work with windows

**Length:** 3 hours

### SIS basics for administrators (Emp. only)

This workshop lasts 3 hours. This course covers: How to log in via One.IU, basic SIS navigation, basic academic structure, review of FERPA and Service Indicators, and Bio/Demo data. This class is intended for only administrative staff who will be using the SIS. In this workshop, you will learn:

- The SIS structure
- How to launch the SIS application
- Basic navigation in SIS menus, components and pages
- How to find existing data using basic and advanced searches
- How Effective Dates work
- How to use Action Modes to maintain data
- How to insert and delete rows of data
- How to identify FERPA
- How to view Service Indicators
- How to use the SIS Online Help

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Ability to work with windows

**Length:** 3 hours

**Note:** You will need specific security in order to access the SIS production environment; however, you will not need this security for the training session.

## Cascade Server: Managing content

This workshop lasts 3 hours. This workshop will teach users how to manage content in IU's WCMS, Cascade Server. Users will be provided a demonstration site, username and passphrase, and will be guided through tasks focused on the skills needed to create and edit content in the WCMS. These skills include editing pages, uploading images, working with existing assets, modifying and creating blocks, using asset factories, using workflows, publishing assets, and working within the WCMS.

In this workshop, you will learn:

- Create content in the WCMS
- Edit existing assets
- Publish content to a web server using the WCMS
- Upload content to a site
- User workflows to manage document review processes

**Prerequisite:** Web Publishing: An Overview of Tools & Resources or equivalent skills

- Be familiar with your group's current site
- Be able to navigate a web document
- Be able to use a word processor to create a document
- Understand institutional workflows

**Length:** 3 hours

## Cascade Server: Managing sites

This workshop lasts 2 hours. This workshop will give new site managers the skills they need to be able to continue support for a site that is already built and/or inherited. Users will be provided an existing site and demonstration username and passphrase. They will be guided through a series of tasks related directly to managing users, groups, roles, permissions, assets, publishing, modifying existing content, updating XSLT, using Cascade Server assets to generate XML, creating blocks, assigning those blocks to the appropriate assets, modifying templates, and controlling programmatic workflows. In this workshop, you will learn:

- Use the IU WCMS Manager Tools
- Modify access permissions
- Modify users, groups, and roles
- Modify templates
- Control workflows
- Edit the publishing behavior of a site

**Prerequisite:** Cascade Server: Managing Content; HTML5 and CSS: The Basics; or equivalent skills

- Be familiar with your group's current site
- Be able to create, edit, and publish assets in Cascade Server
- Create a site using HTML & CSS

**Length:** 2 hours

## Cloud computing

### Box: Access files, share and collaborate from anywhere

This workshop lasts 90 minutes. In this workshop, participants will learn about their new cloud storage option at Indiana University: Box. Box is a cloud storage service that focuses on collaboration between users. IU faculty, staff, and students are all eligible for an account with unlimited storage. In this workshop, we will learn how users can create and access their account, store and share files, as well as how to use Box as an effective collaboration tool. In this workshop, you will learn:

- How to get a Box account
- How to make use of apps associated with Box
- How to efficiently use Box as a collaboration tool
- Best practices for the use of Box

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

- How to use a web browser

**Length:** 90 minutes

### Cloud Computing at IU: IU AnyWare, Box & Cloud storage

This workshop lasts 60 minutes. In this workshop, we will discuss many different aspects of Cloud Computing at Indiana University and how they interact. We will explore IU AnyWARE service, how it connects with Box accounts, and other cloud storage options. In this workshop, you will learn:

- How to use IU AnyWARE applications
- How to save IU AnyWARE documents to the cloud
- How to connect your cloud services to IU AnyWARE
- How to use Box to access files everywhere

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

- How to use a web browser

**Length:** 60 minutes

### How to run applications from the Cloud at IU using IUanyWare

This workshop lasts 60 minutes. IUanyWARE allows IU faculty, staff and students to access many IU site-licensed applications using a computer browser, tablet, or smartphone. In this online presentation, you will learn how to access applications using IUanyWARE from your computer or mobile device, what applications are available, and how to store and print files that have been created with IUanyWARE applications. In this workshop, you will learn:

- Get started using IUanyWARE
- Log in on various devices
- Available applications in IUanyWARE
- Store files created within the IUanyWARE environment
- Print from the IUanyWARE environment

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

- How to use a computer and mouse

**Length:** 60 minutes

## Communication tools

### Outlook 2016: Managing your email

This workshop lasts 2 hours and is part of the certificate series Office 2016 Productivity. Is your Outlook Exchange account a mess? Are you having trouble finding the messages that you need? Are you spending way too much time sorting through files and folders? Have you almost reached your Outlook Exchange account storage quota? Are you uncertain whether or not to use the AutoArchive feature? Do you think about using features such as Rules and Automatic Replies but can't quite remember how they work? If so, attend this session and learn advanced strategies for maintaining and organizing your Outlook Exchange account. In this workshop, you will learn:

- Tag messages for follow-up
- Use Smart Groupings to sort messages
- Use advanced delivery options, Search folders, and Quick Steps
- Create Rules and Automatic Replies
- Create personal folder files that do not count against your storage quota
- Delete and recover Outlook items
- Learn how AutoArchive works
- Learn to manually archive files and folders
- Access email via the Web (OWA)

**Prerequisite:** Outlook 2016: Email basics or equivalent skills

What you need to know:

- Compose, format, send, and reply to email messages
- Set the importance level of an email
- Understand how to use different views
- Use IU's Global Address List to find email addresses
- Create and add an automated signature

**Length:** 2 hours

**Note:** This workshop is designed specifically for staff, faculty, or graduate students who have an Outlook Exchange account and will be taught in demonstration mode.

### Outlook 2016: Calendar essentials

This workshop lasts 90 minutes and is part of the certificate series Office 2016 Productivity. Microsoft Outlook contains a calendar feature that offers organizational tools that are easy for the novice to use, yet powerful enough for the busy manager. It provides us with tools for scheduling appointments, and allows us to share and manage many calendars at the same time. Its innovative viewing and organizing capabilities offer an effective way to simultaneously deal with many complex timetables and agendas. This workshop will teach participants how to get the most out of Outlook. It will cover various topics, including how to make appointments in Outlook, how to color-code your calendar, changing preferences and views, sharing calendars with others, making meeting requests, and more. In this workshop, you will learn:

- Explore the Outlook 2016 calendar interface
- Use calendar views, preferences, and defaults
- Make appointments and meeting requests
- Understand and use calendar fields
- Compare calendars with others
- Create and communicate with Outlook groups
- Understand calendar sharing works with non-IU users
- Add a new calendar for personal use

**Prerequisite:** Outlook 2016: Email basics or equivalent skills

What you need to know:

- Work with the Outlook interface
- Compose, format, reply to, and forward email messages
- Use IU's Global Address List
- Attach files to email messages

**Length:** 90 minutes

**Note:** This workshop is designed specifically for staff, faculty, or graduate students who have an Outlook Exchange account and will be taught in demonstration mode.

## Research computing

### Unix: The basics

Unix is a popular operating system used on many central systems and web servers. This workshop is intended for people who have little or no experience working with Unix from the command line. It gives quick overview of how Unix works, explains the directory structures, and provides guided practice with core file management commands and setting file permissions. File archiving, file compression, and secure file copying are also covered. What you'll learn:

- Maintain UNIX accounts
- Manage files and directories
- Set file permissions
- Archive and compress files
- Share and copy files
- Get help

**Prerequisite:** Word 2016: The basics or equivalent skills

What you need to know:

- Launch an application
- Use a keyboard to perform typing tasks
- Perform basic computing and file management tasks within Windows

**Length:** 3 hours

### Supercomputing for Everyone Series: Intermediate parallel programming for supercomputers

This workshop will expand the basic concepts of threads, GPU programming, and message passing to present multiple strategies to solve problems. Both a lecture and hands-on lab will be included.

What you'll learn:

- Heuristics to decide between the three primary methods of parallelization for a particular problem
- Pros and cons of both synchronous and asynchronous parallel algorithms

**Prerequisite:** Supercomputing for Everyone Series: Introductory Parallel Programming for Supercomputers or equivalent skills

What you need to know:

- A basic understanding of UNIX or LINUX
- The ability to compile and run a basic "Hello World" MPI program on either Karst or Big Red 2

**Length:** 1 day

### Supercomputing for Everyone Series: Faster work, safer storage (an introduction)

This course, formerly called "Intro to HPC@IU", introduces IU faculty, staff, and students to high performance computing and the resources available to them at IU. This hands-on course will cover the basics of using IU's supercomputing systems from logging in to job creation and submission.

Agenda:

- Overview of High Performance Computing at IU
- Storage@IU
- Short break
- Hands-on: logging in and running jobs
- Statistical and mathematical software

What you'll learn:

- How to access the computer systems
- The file systems available for data storage
- What software is available
- Job script creation, submission and management

**Prerequisite:** Unix: The Basics; Windows: Basic Computing Skills or equivalent skills

What you need to know:

- Your login for Karst supercomputer
- Basic Unix skills are helpful, but not required
- No prior knowledge of HPC systems is required
- Use of keyboard, mouse, and basic computing skills

**Length:** 4 hours

### Supercomputing for Everyone Series: Introductory parallel programming for supercomputers

This workshop will introduce the concepts of threads and message passing to harness multiple processors to accomplish a single task. Both a lecture and hands-on lab will be included. What you'll learn:

- To write threads and message passing into simple programs to speed up their execution

**Prerequisite:** Unix: The Basics; Windows: Basic Computing Skills or equivalent skills

What you need to know:

- A basic understanding of UNIX and LINUX
- The ability to compile a basic program in that environment

**Length:** 1 day

## Statistical applications

### SAS: The basics

SAS is a popular and powerful application that is used for data management and analysis in both industry and academia. This workshop is intended for those that are new to SAS or those who need a refresher of basic topics. Participants should have experience with Microsoft Windows file structure and basic statistical concepts. Working knowledge of Microsoft Word and Excel, as well as familiarity with basic programming concepts/logic, will be very helpful. Participants will learn about the SAS windowing environment, how to use the import wizard to get data into SAS, how to use DATA steps to create new variables or subset a dataset, and how to use basic PROC steps to examine data and compute descriptive statistics. In this workshop, you will:

- Use an existing SAS dataset through a user-defined library
- Import an Excel spreadsheet into a SAS dataset
- Create new datasets from existing datasets, subset a dataset
- Create new variables, recode existing variables
- Print and sort datasets
- Produce descriptive statistics for continuous and categorical data
- Produce scatterplots and bar charts
- Add titles and footnotes to output
- Apply formats to numeric and date variables

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- How to use Windows applications
- Understand basic spreadsheets and statistical concepts
- How to use basic programming concepts (i.e. 'if-then-else' logic)

**Length:** 3 hours

### SPSS: The basics

SPSS is a powerful statistics application. This workshop, which is intended for people who already have a basic understanding of statistics, introduces SPSS for performing common basic statistical analyses. Participants will learn the basic features of SPSS and how to use it to generate t-tests, linear regression, and descriptive statistics, and to interpret results. In this workshop, you will:

- Explore and edit data
- Conduct a T-Test
- Perform regression analysis
- Generate plots
- Use subgroups of data
- Create cross-tabulation
- Interpret the results of these procedures

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Use Windows applications
- Understand basic spreadsheets
- Understand basic statistical concepts

**Length:** 3 hours

## Productivity

### Basic skills

#### HTML5 and CSS: The basics

This workshop lasts 3.5 hours, and is part of the certificate series Web Creation. This is a beginner's workshop on learning how to read and write the web languages HTML and CSS, in order to structure and style a web page from scratch. HTML and CSS are languages used in order to build web pages. Participants will learn how to structure content for the web, incorporate graphics, and style a web page.

In this workshop, you will:

- Structure text and image content for the web using HTML5
- Learn semantic markup new to the HTML standard
- Style a web page using Cascading Style Sheets (CSS)
- Create hyperlinks to link to other pages
- Learn the box model for basic layout
- Make web pages accessible and well-formed

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Create a well-formed XML document
- Validate an XML document

**Length:** 3.5 hours

**Note:** Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS

### Cloud computing

#### Box: Access files, share and collaborate from anywhere

This workshop lasts 90 minutes. In this workshop, participants will learn about their new cloud storage option at Indiana University: Box. Box is a cloud storage service that focuses on collaboration between users. IU faculty, staff, and students are all eligible for an account with unlimited storage. In this workshop, we will learn how users can create and access their account, store and share files, as well as how to use Box as an effective collaboration tool. In this workshop, you will learn:

- How to get a Box account
- How to make use of apps associated with Box
- How to efficiently use Box as a collaboration tool
- Best practices for the use of Box

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

- How to use a web browser

**Length:** 90 minutes

## How to run applications from the Cloud at IU using IUanyWare

This workshop lasts 60 minutes. IUanyWARE allows IU faculty, staff and students to access many IU site-licensed applications using a computer browser, tablet, or smartphone. In this online presentation, you will learn how to access applications using IUanyWARE from your computer or mobile device, what applications are available, and how to store and print files that have been created with IUanyWARE applications. In this workshop, you will learn:

- Get started using IUanyWARE
- Log in on various devices
- Available applications in IUanyWARE
- Store files created within the IUanyWARE environment
- Print from the IUanyWARE environment

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

- How to use a computer and mouse

**Length:** 60 minutes

## Communication tools

### Outlook 2016: Email basics

This workshop lasts 90 minutes. This workshop is intended for participants who have never used Outlook before. The session focuses on basic email features. In this workshop, you will learn:

- Explore the Outlook 2016 interface
- Compose, format, and send email
- Reply to email messages
- Set the importance level of an email
- Change the inbox view
- Use the Address Book to find email addresses
- Create and add an automated signature
- Learn to work with email attachments

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

- Use a mouse
- Cut, copy, paste and format text
- Save and organize files
- Identify and understand the basic parts of an email message

**Length:** 90 minutes

**Note:** This workshop is designed specifically for staff, faculty, or graduate students who have an Outlook Exchange account and will be taught in demonstration mode.

## Outlook 2016: Managing your email

This workshop lasts 2 hours and is part of the certificate series Office 2016 Productivity. Is your Outlook Exchange account a mess? Are you having trouble finding the messages that you need? Are you spending way too much time sorting through files and folders? Have you almost reached your Outlook Exchange account storage quota? Are you uncertain whether or not to use the AutoArchive feature? Do you think about using features such as Rules and Automatic Replies but can't quite remember how they work? If so, attend this session and learn advanced strategies for maintaining and organizing your Outlook Exchange account. In this workshop, you will learn:

- Tag messages for follow-up
- Use Smart Groupings to sort messages
- Use advanced delivery options, Search folders, and Quick Steps
- Create Rules and Automatic Replies
- Create personal folder files that do not count against your storage quota
- Delete and recover Outlook items
- Learn how AutoArchive works
- Learn to manually archive files and folders
- Access email via the Web (OWA)

**Prerequisite:** Outlook 2016: Email basics or equivalent skills

What you need to know:

- Compose, format, send, and reply to email messages
- Set the importance level of an email
- Understand how to use different views
- Use IU's Global Address List to find email addresses
- Create and add an automated signature

**Length:** 2 hours

**Note:** This workshop is designed specifically for staff, faculty, or graduate students who have an Outlook Exchange account and will be taught in demonstration mode.

## Outlook 2016: Calendar essentials

This workshop lasts 90 minutes and is part of the certificate series Office 2016 Productivity. Microsoft Outlook contains a calendar feature that offers organizational tools that are easy for the novice to use, yet powerful enough for the busy manager. It provides us with tools for scheduling appointments, and allows us to share and manage many calendars at the same time. Its innovative viewing and organizing capabilities offer an effective way to simultaneously deal with many complex timetables and agendas. This workshop will teach participants how to get the most out of Outlook. It will cover various topics, including how to make appointments in Outlook, how to color-code your calendar, changing preferences and views, sharing calendars with others, making meeting requests, and more. In this workshop, you will learn:

- Explore the Outlook 2016 calendar interface
- Use calendar views, preferences, and defaults
- Make appointments and meeting requests
- Understand and use calendar fields

- Compare calendars with others
- Create and communicate with Outlook groups
- Understand calendar sharing works with non-IU users
- Add a new calendar for personal use

**Prerequisite:** Outlook 2016: Email basics or equivalent skills

What you need to know:

- Work with the Outlook interface
- Compose, format, reply to, and forward email messages
- Use IU's Global Address List
- Attach files to email messages

**Length:** 90 minutes

**Note:** This workshop is designed specifically for staff, faculty, or graduate students who have an Outlook Exchange account and will be taught in demonstration mode.

## Microsoft Office

### Access 2016: The basics

This workshop lasts 3 hours is part of the certificate series Office 2016 Productivity and Access 2016 End-User. Access databases are ideal tools for tracking large volumes of related information in an easy-to-use graphical format. Intended for people with little or no experience using Access, this workshop introduces database terminology and relationship concepts. Participants will create Access objects such as tables and queries as well as simple forms and reports. In this workshop, you will:

- Open a database
- Create, design, and modify tables to hold data
- Enter, edit, and delete data
- Import data from an Excel spreadsheet
- Create and use select queries
- Define relationships between tables
- Create a simple relational form
- Create a simple report

**Prerequisite:** Excel 2016: The Basics or equivalent skills

What you need to know:

- Structure data in a spreadsheet
- Navigate in a spreadsheet
- Enter and modify data
- Identify and use number and text formats

**Length:** 3 hours

### Access 2016: Structuring & relating data

This workshop lasts 3.5 hours and is part of the certificate series Access 2016 End-User. Relationships are the fundamental building blocks of complex databases and are critical to designing and working with sophisticated databases. This workshop is intended for participants who are familiar with the basic features of Access but are interested in learning how to define relationships in relational databases and how to create relational queries and forms. Creating multivalued and lookup fields will be introduced. Challenge exercises will help reinforce concepts. In this workshop, you will:

- Explore various types of relationships and create relationships between tables
- Understand how referential integrity rules work
- Build relational queries exploring different join types
- Create multivalued and lookup fields
- Export a query to Microsoft Excel
- Create a relational form
- Import columns of data from an Excel workbook into an Access table
- Explore the options for cascade update related fields and cascade delete related records

**Prerequisite:** Access 2016: The basics or equivalent skills

What you need to know:

- Understand the basic features of Access
- Create simple tables
- Enter and edit data in tables
- Create simple queries

**Length:** 3.5 hours

## Access 2016: Analyzing & modifying data with queries

This workshop lasts 3.5 hours and is part of the certificate series Access 2016 End-User. Queries enable you to retrieve, analyze, and manipulate data. This workshop is intended for those participants who are interested in creating and modifying queries on related tables. Various types of queries will be introduced. This workshop also covers advanced query functions such as aggregate totals and calculated expressions. In this workshop, you will:

- Build relational queries and modify query properties
- Learn to perform mathematical and text operations in a query
- Create parameter queries
- Summarize data using groups, calculated expressions, and aggregate totals
- Create Crosstab queries to summarize data
- Create and run Action queries to create, modify and delete data
- Use Find Duplicates and Find Unmatched queries to locate data

**Prerequisite:** Access 2016: Structuring & Relating Data or equivalent skills

What you need to know:

- Create and modify tables
- Understand database relationships

**Length:** 3.5 hours

## Access 2016: Designing the database interface

This workshop lasts 3 hours is part of the certificate series Access 2016 End-User. Using Access's forms and reports tools, you can design an interface for your database that will make it easier to use. In this workshop, participants will learn how to use those tools in-depth to create easier-to-use databases. Participants will also learn how to package and password protect their databases so that it behaves like a stand-alone application, with only the tools users need to work with being visible. In this workshop, you will:

- Design complex forms and reports
- Modify form and report designs to make them attractive and easy to use
- Add command buttons and combo boxes to a form
- Create multi-page forms
- Build reports based on queries
- Incorporate calculated fields, groups and sorts in reports
- Package and password protect a database to make it function like a standalone application

**Prerequisite:** Access 2013: Queries or equivalent skills

What you need to know:

- How to create relational queries in a database

**Length:** 3.5 hours

## Excel 2016: The basics

This workshop lasts 3 hours and is part of the certificates series Office 2016 Productivity and Excel 2016 End-User. Excel is the most-used spreadsheet and analysis application today. This workshop introduces basic Excel features such as entering various types of data, working with formulas and functions, and creating a simple chart. Formatting a worksheet and importing data are also covered. Although this workshop is intended for the spreadsheet novice, participants with some previous spreadsheet experience may gain a better understanding and learn some new tricks to increase their efficiency in using Excel. In this workshop, you will:

- Become familiar with spreadsheet terminology
- Enter various types of data into a worksheet
- Work with formulas and functions
- Create a simple chart
- Import text-delimited data into Excel
- Format cells and ranges
- Create named ranges and use them in formulas
- Customize printouts

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Use a mouse
- Open and close windows
- Open and save files
- Switch between applications

**Length:** 3 hours

## Excel 2016: Charts & graphics

This workshop lasts 3 hours and is part of the certificate series Excel 2016 End-User. This workshop will help participants develop skills required to create effective and accurate charts. Intended for those already comfortable with using Excel, participants will create various types of charts and apply elements and formats. Chart templates and SmartArt graphics will be covered. This workshop also covers how to insert charts into PowerPoint slides. In this workshop, you will:

- Understand charting terminology
- Select appropriate chart types for a specific set of data
- Create basic chart types, including column, pie, line, XY Scatter, and bar charts
- Add a trendline and equation to the XY Scatter chart
- Apply custom formats to charts and chart elements
- Save and apply a chart template
- Add shapes and SmartArt graphics to charts
- Apply themes to charts
- Insert Excel charts into a PowerPoint presentation

**Prerequisite:** Excel 2016: The basics or equivalent skills

What you need to know:

- Enter text and numbers into a worksheet
- Perform calculations with formulas and functions
- Format cells and worksheets
- Select ranges of data

**Length:** 3 hours

## Excel 2016: Data management

This workshop lasts 3 hours and is part of the certificate series Excel 2016 End-User. Participants will clean up data, use filters to extract and manipulate data, use Excel's table-related features in this workshop, as well as creating custom lists, validating data entry, sorting and filtering data. Participants will also learn how to work efficiently with multiple worksheets. This workshop also introduces pivot tables. In this workshop, you will:

- Specify data validation criteria
- Modify data with functions
- Protect a worksheet
- Work with custom lists
- Convert data to a table and work with table features
- Sort and filter data
- Create a pivot table
- Link data between worksheets
- Work with multiple worksheets
- Compare workbooks

**Prerequisite:** Excel 2016: The basics or equivalent skills

What you need to know:

- Understand spreadsheet terminology
- Create and modify Excel spreadsheets
- Enter text or numeric data and formulas or functions
- Create named ranges
- Format worksheets
- Create simple charts

**Length:** 3 hours

## Excel 2016: Basic automation using macros

This workshop lasts 90 minutes and is part of the certificate series Excel 2016 End-User. Macros enable users to automate their work by recording a sequence of commands into a single action. In this workshop, participants will explore how to record and edit macros in Excel, how to make them easily available, and how to share their recorded macros with other Excel users. In this workshop, you will:

- Create simple macros to automate complex actions
- Learn about macro security issues
- Assign a macro to the Quick Access toolbar and a keyboard shortcut
- Edit macros
- Make macros available to other workbooks and users

**Prerequisite:** Excel 2016: Data management or equivalent skills

What you need to know:

- Create and rename subtotals
- Enter data into cells
- Use built-in functions
- Sort and filter lists

**Length:** 90 minutes

## Excel 2016: Analyzing data with pivot tables

This workshop lasts 3 hours and is part of the certificate series Excel 2016 End-User. Discover how pivot tables can make work tasks easier and how they can be useful in analyzing data. In this workshop, participants will learn how to create, format, and modify pivot tables, perform various summary techniques when displaying data, and how to create pivot charts. This workshop will also explore more advanced techniques such as how to group items in pivot tables and how to create calculated fields. The slicer tool will also be introduced. In this workshop, you will:

- Create, modify, and format pivot tables
- Use summary functions and customized calculations
- Group numbers and dates
- Create filters and slicers
- Link and update pivot tables
- Create pivot charts

**Prerequisite:** Excel 2016: The basics or equivalent skills

What you need to know:

- Navigate an Excel spreadsheet
- Create basic formulas
- Work with subtotals
- Sort and filter data
- Work with tables
- Manage named ranges

**Length:** 3 hours

## Excel 2016: Using VLOOKUP & conditional functions

This workshop lasts 3 hours. This workshop will explore arrays and conditional functions used to summarize or count data with certain criteria. Discover how to use IF and Nested IF functions to test for specific conditions and how to apply different types of conditional formats. Participants will also explore various techniques to look up values in a range of data using VLOOKUP. Challenge exercises will be provided for reinforcement. In this workshop, you will:

- Perform calculations using array formulas
- Create IF and nested IF functions
- Use conditional functions to summarize or count data
- Use the CONCATENATE function to join text
- Look up data using VLOOKUP
- Apply different types of conditional formatting

**Prerequisite:** Excel 2016: Data management or equivalent skills

What you need to know:

- Create and manage named ranges
- Create formulas and functions
- Create and apply validation criteria
- Work with tables
- Sort and filter data

**Length:** 3 hours

## Excel 2016: Formatting & analyzing IUIE data (Emp. only)

This workshop is specifically designed for any IU staff member who uses Excel to format IUIE data. Participants will learn how to format text and numeric data, create and remove subtotals, convert data to a table, sort and filter data, automate work using macros, and analyze data using pivot tables. In this workshop, you will:

- Format text and numeric data
- Use macros to automate tasks
- Use AVERAGE, COUNTIF, and VLOOKUP functions
- Create and remove subtotals
- Work with Table features
- Sort and filter data
- Analyze data using pivot tables

**Prerequisite:** Excel 2016: The basics or equivalent skills

What you need to know:

- Navigate an Excel spreadsheet
- Switch back and forth between Windows applications
- Enter and edit data
- Work with basic formulas and functions
- Save and print a worksheet

**Length:** 3 hours

**Note:** It is recommended that IU staff that the IUIE Reporting Basics workshop or at least have some experience using the IUIE environment before taking this Excel workshop.

## Outlook 2016: Email basics

This workshop lasts 90 minutes. This workshop is intended for participants who have never used Outlook before. The session focuses on basic email features. In this workshop, you will learn:

- Explore the Outlook 2016 interface
- Compose, format, and send email
- Reply to email messages
- Set the importance level of an email
- Change the inbox view
- Use the Address Book to find email addresses
- Create and add an automated signature
- Learn to work with email attachments

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

- Use a mouse
- Cut, copy, paste and format text
- Save and organize files
- Identify and understand the basic parts of an email message

**Length:** 90 minutes

**Note:** This workshop is designed specifically for staff, faculty, or graduate students who have an Outlook Exchange account and will be taught in demonstration mode.

## Outlook 2016: Managing your email

This workshop lasts 2 hours and is part of the certificate series Office 2016 Productivity. Is your Outlook Exchange account a mess? Are you having trouble finding the messages that you need? Are you spending way too much time sorting through files and folders? Have you almost reached your Outlook Exchange account storage quota? Are you uncertain whether or not to use the AutoArchive feature? Do you think about using features such as Rules and Automatic Replies but can't quite remember how they work? If so, attend this session and learn advanced strategies for maintaining and organizing your Outlook Exchange account. In this workshop, you will learn:

- Tag messages for follow-up
- Use Smart Groupings to sort messages
- Use advanced delivery options, Search folders, and Quick Steps
- Create Rules and Automatic Replies
- Create personal folder files that do not count against your storage quota
- Delete and recover Outlook items
- Learn how AutoArchive works
- Learn to manually archive files and folders
- Access email via the Web (OWA)

**Prerequisite:** Outlook 2016: Email basics or equivalent skills

What you need to know:

- Compose, format, send, and reply to email messages
- Set the importance level of an email
- Understand how to use different views
- Use IU's Global Address List to find email addresses
- Create and add an automated signature

**Length:** 2 hours

**Note:** This workshop is designed specifically for staff, faculty, or graduate students who have an Outlook Exchange account and will be taught in demonstration mode.

## Outlook 2016: Calendar essentials

This workshop lasts 90 minutes and is part of the certificate series Office 2016 Productivity. Microsoft Outlook contains a calendar feature that offers organizational tools that are easy for the novice to use, yet powerful enough for the busy manager. It provides us with tools for scheduling appointments, and allows us to share and manage many calendars at the same time. Its innovative viewing and organizing capabilities offer an effective way to simultaneously deal with many complex timetables and agendas. This workshop will teach participants how to get the most out of Outlook. It will cover various topics, including how to make appointments in Outlook, how to color-code your calendar, changing preferences and views, sharing calendars with others, making meeting requests, and more. In this workshop, you will learn:

- Explore the Outlook 2016 calendar interface
- Use calendar views, preferences, and defaults
- Make appointments and meeting requests
- Understand and use calendar fields
- Compare calendars with others
- Create and communicate with Outlook groups
- Understand calendar sharing works with non-IU users
- Add a new calendar for personal use

**Prerequisite:** Outlook 2016: Email basics or equivalent skills

What you need to know:

- Work with the Outlook interface
- Compose, format, reply to, and forward email messages
- Use IU's Global Address List
- Attach files to email messages

**Length:** 90 minutes

**Note:** This workshop is designed specifically for staff, faculty, or graduate students who have an Outlook Exchange account and will be taught in demonstration mode.

### PowerPoint 2016: The basics

This workshop lasts 3.5 hours, and is part of the certificate series Office 2016 Productivity. PowerPoint is the most popular and widely used presentation software package in the world. This workshop will teach participants, with little or no previous experience with PowerPoint, how to create and deliver a finished presentation. In this workshop, you will:

- Add, rearrange, and delete slides
- Import slides from another presentation into a slide show
- Apply layouts, themes, and QuickStyles
- Work with text and bullets
- Apply simple animations and transitions
- Create presentations that are accessible for individuals with disabilities
- Create audience and presenter handouts
- Rehearse and deliver a presentation
- Package a presentation for use on other computers

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Use a mouse
- Work with command menus

**Length:** 3.5 hours

### Word 2016: The basics

This workshop lasts 3 hours and is part of the certificate series Office 2016 Productivity. Introduces some of the essential features most commonly used in Word. In this workshop, you will use tabs, create lists, work with headers and footers, use styles, sort text, and save a Word document as a PDF. In this workshop, you will:

- Format text
- Format a document
- Utilize basic tabs
- Insert headers & footers
- Work with bulleted and numbered lists
- Create tables
- Check for accessibility issues
- Work with spelling and grammar check
- Save as a PDF
- Print a documents

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Perform basic actions with the keyboard and mouse
- Have some familiarity with a keyboard

**Length:** 3 hours

## Presentations

### ePortfolio for Students: Taskstream

This workshop lasts 60 minutes. In this session you will learn how to use Taskstream's Folio and Web Page tools to create an electronic portfolio. We'll explore the different styles and layouts available, how to organize your content, and how to share your final product with others. In this workshop, you will:

- How to access Taskstream from Canvas
- How to start a new ePortfolio using the Folios & Web Pages tool
- How to set up your ePortfolio and organize your content
- How to share your ePortfolio with others

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

What you need to know:

- How to upload files to a web-based application

**Length:** 60 minutes

## Data Quality in a Big Data Era

This workshop lasts 2 days. What is data quality and what does it mean in the age of big data? Failure to answer these questions endangers the integrity of the science produced from data sets accrued through citizen science, social network transactions, or massively deployed automatic sensors.

IU and the Midwest Big Data Hub are hosting a two day workshop for the benefit of early career researchers across domains. The objective of this workshop is twofold: bring together the diverse perspectives of thought around data quality, and second, begin to harmonize views and identify foundational issues that will serve to motivate a larger follow-on workshop. In this workshop, you will:

- Data quality in health records
- Data quality in citizen science
- Data trustworthiness
- Working with data sets and ensuring data quality

**Length:** 2 days

**Note:** Participants who do not have an IU login-please create an IU guest account for the person who is actually attending the workshop. Once you have created an IU guest account, please log into the IT Training site with your IU guest account. When you log in the first time, you will be asked to create an IT Training profile for the person you will be registering. Once you have saved the profile, you can register that person for the workshop.

Bring your own laptop to fully participate in the workshop.

Hospitality will be provided including morning coffee, lunch on both days, and dinner on day 1.

## Statistical applications

### SAS: The basics

SAS is a popular and powerful application that is used for data management and analysis in both industry and academia. This workshop is intended for those that are new to SAS or those who need a refresher of basic topics. Participants should have experience with Microsoft Windows file structure and basic statistical concepts. Working knowledge of Microsoft Word and Excel, as well as familiarity with basic programming concepts/logic, will be very helpful. Participants will learn about the SAS windowing environment, how to use the import wizard to get data into SAS, how to use DATA steps to create new variables or subset a dataset, and how to use basic PROC steps to examine data and compute descriptive statistics. In this workshop, you will:

- Use an existing SAS dataset through a user-defined library
- Import an Excel spreadsheet into a SAS dataset
- Create new datasets from existing datasets, subset a dataset
- Create new variables, recode existing variables
- Print and sort datasets
- Produce descriptive statistics for continuous and categorical data
- Produce scatterplots and bar charts
- Add titles and footnotes to output
- Apply formats to numeric and date variables

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- How to use Windows applications
- Understand basic spreadsheets and statistical concepts
- How to use basic programming concepts (i.e. 'if-then-else' logic)

**Length:** 3 hours

### SPSS: The basics

SPSS is a powerful statistics application. This workshop, which is intended for people who already have a basic understanding of statistics, introduces SPSS for performing common basic statistical analyses. Participants will learn the basic features of SPSS and how to use it to generate t-tests, linear regression, and descriptive statistics, and to interpret results. In this workshop, you will:

- Explore and edit data
- Conduct a T-Test
- Perform regression analysis
- Generate plots
- Use subgroups of data
- Create cross-tabulation
- Interpret the results of these procedures

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Use Windows applications
- Understand basic spreadsheets
- Understand basic statistical concepts

**Length:** 3 hours

## Other productivity tools

### Technology resources for students

This 45 minute session will discuss technology services offered by UITS and IT Training including software, training, support, and more..

In this workshop, you will:

- Services that UITS offers
- Services offered by IT Training
- Support Center services
- Student Technology Center services

**Prerequisite:** None

**Length:** 45 minutes

# Technical skills

## Content Management

### Cascade Server: Managing content

This workshop lasts 3 hours. This workshop will teach users how to manage content in IU's WCMS, Cascade Server. Users will be provided a demonstration site, username and passphrase, and will be guided through tasks focused on the skills needed to create and edit content in the WCMS. These skills include editing pages, uploading images, working with existing assets, modifying and creating blocks, using asset factories, using workflows, publishing assets, and working within the WCMS. In this workshop, you will learn:

- Create content in the WCMS
- Edit existing assets
- Publish content to a web server using the WCMS
- Upload content to a site
- User workflows to manage document review processes

**Prerequisite:** Web Publishing: An Overview of Tools & Resources or equivalent skills

What you need to know:

- Be familiar with your group's current site
- Be able to navigate a web document
- Be able to use a word processor to create a document
- Understand institutional workflows

**Length:** 3 hours

## Cascade Server: Managing sites

This workshop lasts 2 hours. This workshop will give new site managers the skills they need to be able to continue support for a site that is already built and/or inherited. Users will be provided an existing site and demonstration username and passphrase. They will be guided through a series of tasks related directly to managing users, groups, roles, permissions, assets, publishing, modifying existing content, updating XSLT, using Cascade Server assets to generate XML, creating blocks, assigning those blocks to the appropriate assets, modifying templates, and controlling programmatic workflows. In this workshop, you will learn:

- Use the IU WCMS Manager Tools
- Modify access permissions
- Modify users, groups, and roles
- Modify templates
- Control workflows
- Edit the publishing behavior of a site

**Prerequisite:** Cascade Server: Managing Content; HTML5 and CSS: The Basics; or equivalent skills

What you need to know:

- Be familiar with your group's current site
- Be able to create, edit, and publish assets in Cascade Server
- Create a site using HTML & CSS

**Length:** 2 hours

## Cascade Server: Building a site

This workshop lasts 1 day. This workshop will give new site managers the skills they need to plan and build a site in Cascade Server. Users will be provided an empty site and a demonstration username and passphrase. They will be guided through a series of tasks related directly to planning and creating a site from scratch. These tasks include building data definitions, defining content types, creating configuration sets, building templates, pages, asset factories, etc. In this workshop, you will learn:

- Plan data structures for a new site
- Build pages
- Create publishing assets
- Take an existing site and convert it into a Cascade Server site
- Create configurations

**Prerequisite:** Cascade Server: Managing Content; HTML5 and CSS: The Basics; XML: Transforming Content with XSLT and XPath or equivalent skills

What you need to know:

- Be familiar with your group's current site
- Be able to create, edit, and publish assets in Cascade Server
- Write XSLT to convert XML to HTML

- Create a site using HTML & CSS

**Length:** 1 day

## Databases

### Access 2016: The basics

This workshop lasts 3 hours is part of the certificate series Office 2016 Productivity and Access 2016 End-User. Access databases are ideal tools for tracking large volumes of related information in an easy-to-use graphical format. Intended for people with little or no experience using Access, this workshop introduces database terminology and relationship concepts. Participants will create Access objects such as tables and queries as well as simple forms and reports. In this workshop, you will:

- Open a database
- Create, design, and modify tables to hold data
- Enter, edit, and delete data
- Import data from an Excel spreadsheet
- Create and use select queries
- Define relationships between tables
- Create a simple relational form
- Create a simple report

**Prerequisite:** Excel 2016: The Basics or equivalent skills

What you need to know:

- Structure data in a spreadsheet
- Navigate in a spreadsheet
- Enter and modify data
- Identify and use number and text formats

**Length:** 3 hours

### Access 2016: Structuring & relating data

This workshop lasts 3.5 hours and is part of the certificate series Access 2016 End-User. Relationships are the fundamental building blocks of complex databases and are critical to designing and working with sophisticated databases. This workshop is intended for participants who are familiar with the basic features of Access but are interested in learning how to define relationships in relational databases and how to create relational queries and forms. Creating multivalued and lookup fields will be introduced. Challenge exercises will help reinforce concepts. In this workshop, you will:

- Explore various types of relationships and create relationships between tables
- Understand how referential integrity rules work
- Build relational queries exploring different join types
- Create multivalued and lookup fields
- Export a query to Microsoft Excel
- Create a relational form
- Import columns of data from an Excel workbook into an Access table
- Explore the options for cascade update related fields and cascade delete related records

**Prerequisite:** Access 2016: The basics or equivalent skills

What you need to know:

- Understand the basic features of Access
- Create simple tables
- Enter and edit data in tables
- Create simple queries

**Length:** 3.5 hours

### Access 2016: Analyzing & modifying data with queries

This workshop lasts 3.5 hours and is part of the certificate series Access 2016 End-User. Queries enable you to retrieve, analyze, and manipulate data. This workshop is intended for those participants who are interested in creating and modifying queries on related tables. Various types of queries will be introduced. This workshop also covers advanced query functions such as aggregate totals and calculated expressions. In this workshop, you will:

- Build relational queries and modify query properties
- Learn to perform mathematical and text operations in a query
- Create parameter queries
- Summarize data using groups, calculated expressions, And aggregate totals
- Create Crosstab queries to summarize data
- Create and run Action queries to create, modify and delete data
- Use Find Duplicates and Find Unmatched queries to locate data

**Prerequisite:** Access 2016: Structuring & Relating Data or equivalent skills

What you need to know:

- Create and modify tables
- Understand database relationships

**Length:** 3.5 hours

### Access 2016: Designing the database interface

This workshop lasts 3 hours is part of the certificate series Access 2016 End-User. Using Access's forms and reports tools, you can design an interface for your database that will make it easier to use. In this workshop, participants will learn how to use those tools in-depth to create easier-to-use databases. Participants will also learn how to package and password protect their databases so that it behaves like a stand-alone application, with only the tools users need to work with being visible. In this workshop, you will:

- Design complex forms and reports
- Modify form and report designs to make them attractive and easy to use
- Add command buttons and combo boxes to a form
- Create multi-page forms
- Build reports based on queries
- Incorporate calculated fields, groups and sorts in reports
- Package and password protect a database to make it function like a standalone application

**Prerequisite:** Access 2013: Queries or equivalent skills

What you need to know:

- How to create relational queries in a database

**Length:** 3.5 hours

### SQL: Data retrieval

This workshop lasts 3.5 hours. Relational databases and the data they store are increasingly at the core of how we understand our world and make decisions in it. SQL (Structured Query Language) is the standard programming language used for querying databases and answering questions about the data in databases. Most relational databases, such as Access, SQL Server, Oracle, MySQL, Sybase, and FoxPro, can all be queried using SQL. Participants will learn how to use SQL to retrieve a variety of data for building reports or powering Web and desktop applications. This workshop is intended for participants with a good understanding of relational databases but limited to no experience using SQL. In this workshop, you will:

- Learn basic SQL concepts
- Retrieve records from a single table
- Use joins to retrieve records from multiple related tables
- Use aggregate functions and field operations
- Work with null values in queries

**Prerequisite:** Access 2013: Queries or equivalent skills

What you need to know

- Understand and work with database relationships

**Length:** 3.5 hours

### SQL: Advanced data retrieval and data modification

This workshop lasts 3 hours. Building on what was covered in SQL: Data Retrieval, this workshop is intended for anyone wants to learn how to use SQL to add, update, and delete data and learn advanced data retrieval techniques. In addition, participants will learn basic concepts of database transaction processing. In this workshop, you will:

- Use UNION to select similar types of information from unrelated tables
- Use HAVING to filter results when doing grouping
- Use SELF-JOINS to create a relationship between a table and itself
- Use INSERT to add data to a table
- Use UPDATE to modify existing records in a table
- Use DELETE to delete existing records from a table
- Work with transactions to control data modification operations

**Prerequisite:** SQL: Data Retrieval or equivalent skills

What you need to know:

- Retrieve records from a single table
- Use joins to retrieve records from multiple related tables
- Use WHERE to search for or limit records returned by a query
- Use aggregate functions and field operations
- Work with null values in queries

**Length:** 3 hours

## EdCert

### CompTIA Security+

This workshop lasts 5 days. CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in:

- Network Security
- Compliance and operational security
- Threats and vulnerabilities
- Application, data and host security
- Access control and identity management
- Cryptography

CompTIA Security+ not only ensures that candidates will apply knowledge of security concepts, tools and procedures to react to security incidents, it ensures that security personnel are anticipating security risks and guarding against them.

What you'll learn:

- Manage network security
- Implement compliance and operational security
- Address threats and vulnerabilities
- Understand application, host and data security
- Utilize access control and identity management
- Use cryptography

**Prerequisite:** PC Hardware: The Basics or equivalent skills

**Length:** 5 days

**Note:** This EdCert workshop uses courseware licensed from CompTIA. Due to licensing restrictions, though anyone can register for this course, only IU students, staff and faculty are eligible for discounted CompTIA exam vouchers upon completion of the course.

Additionally, since the materials for EdCert workshops are ordered from a 3rd party source, you must register for EdCert workshops 3 business days in advance of the first teach date to guarantee your seat. If you believe you are eligible but are unable to register, or if you have missed the cut off date and would like to register, please contact our IUPUI office.

## Mobile

### Canvas: Mobile apps for students

In this webinar, we'll discuss how students can use the Canvas Mobile App to access information about their courses, add a profile picture, turn in assignments, and more. We'll also discuss the Polls for Canvas app. This webinar will include some demonstration. What you'll learn:

- How to install the Canvas mobile app for iOS and Android devices
- How to access your course information on the mobile app
- How to add a profile picture

- How to submit an assignment

**Prerequisite:** Canvas: Basics for Students or equivalent skills

What you need to know:

- Basic familiarity with Canvas

**Length:** 60 minutes

### XML: The basics

This workshop lasts 3 hours. As a common tool for Web development, and a universal medium for information storage and exchange, XML is a key technology for those entering a wide variety of technology professions.

This workshop will focus on two major areas of XML. First, it will cover the basic syntactic rules that make up an XML document and include concepts such as elements, attributes, entities, and namespaces. Second, it will cover validation of XML documents using a Document Type Definition (DTD). What you'll learn:

- Understand the syntactic rules of XML
- Author an XML document
- Create an XML Document Type Definition
- Validate XML using a Document Type Definition
- Incorporate namespaces into XML documents

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

What you need to know:

- Use a mouse and keyboard
- Save, open, and edit files
- Launch applications

**Length:** 3 hours

### XML: Transforming content with XSLT and XPath

This workshop lasts 3 hours. XSLT (extensible Stylesheet Language Transformations) is used to transform XML documents into other data types, such as XHTML. XPath (XML Path) is a language used to query the data stored in an XML document. This workshop will teach participants to transform XML data into valid XHTML using XSLT and XPath.

With a growing amount of data being stored in XML format, being able to view and manipulate that XML data becomes necessary. XSLT allows a developer to transform one XML document into a variety of different formats including XHTML, PDF, and even other types of XML documents. Being able to transform XML data allows for easy reuse of information and enables a developer to display the information in numerous formats for analysis and viewing. While the focus of this workshop is on transforming XML to XHTML, the same principles can be applied to transform XML into any other document type. What you'll learn:

- Review XML structure, navigation and terminology
- Learn XSLT syntax
- Use XPath to navigate through an XML document
- Learn strategies for creating XSLT templates

- Transform XML data to an XHTML document

**Prerequisite:** XML: The Basics or equivalent skills

What you need to know:

- How to create a well formed XHTML document
- How to use XHTML markup tags to format data

**Length:** 3 hours

## Programming

### JavaScript & JQuery: The Basics

This workshop lasts 3.5 hours. JavaScript is the most used scripting language on the web today. It is the foundation for creating interactivity in the web browser. The language gives designers the ability to change the appearance of a web page without having to reload the page in the web browser. This workshop teaches the practical application of the scripting language and its most popular library, JQuery, by creating a simple slideshow. What you'll learn:

- Basic syntax of JavaScript
- Use the web browser's Console
- Create and modify HTML elements using JavaScript
- Make elements visible and invisible programmatically
- Create a basic web slide show with multiple slides
- Use the JQuery code library to expedite code writing

**Prerequisite:** HTML5 & CSS: The Basics or equivalent skills

What you need to know:

- Structure text and image content for the web using HTML5
- Style a web page using CSS
- Create hyperlinks to other pages

**Length:** 3.5 hours

### Supercomputing for Everyone Series: Introductory parallel programming for supercomputers

This workshop will introduce the concepts of threads and message passing to harness multiple processors to accomplish a single task. Both a lecture and hands-on lab will be included. What you'll learn:

- To write threads and message passing into simple programs to speed up their execution

**Prerequisite:** Unix: The Basics; Windows: Basic Computing Skills or equivalent skills

What you need to know:

- A basic understanding of UNIX and LINUX
- The ability to compile a basic program in that environment

**Length:** 1 day

### Supercomputing for Everyone Series: Intermediate parallel programming for supercomputers

This workshop will expand the basic concepts of threads, GPU programming, and message passing to present multiple strategies to solve problems. Both a lecture and hands-on lab will be included. What you'll learn:

- Heuristics to decide between the three primary methods of parallelization for a particular problem
- Pros and cons of both synchronous and asynchronous parallel algorithms

**Prerequisite:** Supercomputing for Everyone Series: Introductory Parallel Programming for Supercomputers or equivalent skills

What you need to know:

- A basic understanding of UNIX or LINUX
- The ability to compile and run a basic "Hello World" MPI program on either Karst or Big Red 2

**Length:** 1 day

### PHP: The basics

This workshop lasts 4 hours. In this workshop, participants will create a simple program in the PHP programming language. Along the way, the participants will learn basic programming terminology and techniques including loops, control structures, variables, commenting, and creating PHP templates. While learning these techniques, participants will create a simple application that pulls information from a text-based data file. What You'll learn:

- Write basic PHP syntax
- Process user input using the \$\_GET array
- Control flow with control structures
- Make decisions with conditional structures
- Access data from an external data source
- Create and use functions

**Prerequisite:** Dreamweaver CC 2015: The Basics or equivalent skills

What you need to know:

- Work comfortably with HTML code
- Create a well-structured web document
- Work with Dreamweaver in Code View
- Upload files to a server using Dreamweaver

**Length:** 4 hours

**Note:** This workshop is scheduled as two, two-hour sessions. Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS.

## Python: The basics

This workshop introduces the Python programming language. Participants will spend time learning the basics of the language with variables, loops and print statements, and then will move on to creating an application designed to allow a user to search for movie times from an external file. In this workshop, you will learn:

- Learn basic Python syntax
- Capture user input
- Learn about different variable types
- Control flow with conditionals and loops
- Access data from an internal file
- Create user defined functions

**Prerequisite:** Perl: The basics or equivalent skills

What you need to know:

- Use a text editor
- Recognize and correct syntax errors

**Length:** 3.5 hours

**Note:** Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS.

## SQL: Data retrieval

Relational databases and the data they store are increasingly at the core of how we understand our world and make decisions in it. SQL (Structured Query Language) is the standard programming language used for querying databases and answering questions about the data in databases. Most relational databases, such as Access, SQL Server, Oracle, MySQL, Sybase, and FoxPro, can all be queried using SQL. Participants will learn how to use SQL to retrieve a variety of data for building reports or powering Web and desktop applications. This workshop is intended for participants with a good understanding of relational databases but limited to no experience using SQL. In this workshop, you will:

- Learn basic SQL concepts
- Retrieve records from a single table
- Use joins to retrieve records from multiple related tables
- Use aggregate functions and field operations
- Work with null values in queries

**Prerequisite:** Access 2013: Queries or equivalent skills

What you need to know

- Understand and work with database relationships

**Length:** 3.5 hours

## SQL: Advanced data retrieval and data modification

Building on what was covered in SQL: Data Retrieval, this workshop is intended for anyone who wants to learn how to use SQL to add, update, and delete data and learn advanced data retrieval techniques. In addition, participants will learn basic concepts of database transaction processing. In this workshop, you will:

- Use UNION to select similar types of information from unrelated tables
- Use HAVING to filter results when doing grouping
- Use SELF-JOINS to create a relationship between a table and itself
- Use INSERT to add data to a table
- Use UPDATE to modify existing records in a table
- Use DELETE to delete existing records from a table
- Work with transactions to control data modification operations

**Prerequisite:** SQL: Data Retrieval or equivalent skills

What you need to know:

- Retrieve records from a single table
- Use joins to retrieve records from multiple related tables
- Use WHERE to search for or limit records returned by a query
- Use aggregate functions and field operations
- Work with null values in queries

**Length:** 3 hours

## XML: The basics

This workshop lasts 3 hours. As a common tool for Web development, and a universal medium for information storage and exchange, XML is a key technology for those entering a wide variety of technology professions.

This workshop will focus on two major areas of XML. First, it will cover the basic syntactic rules that make up an XML document and include concepts such as elements, attributes, entities, and namespaces. Second, it will cover validation of XML documents using a Document Type Definition (DTD). What you'll learn:

- Understand the syntactic rules of XML
- Author an XML document
- Create an XML Document Type Definition
- Validate XML using a Document Type Definition
- Incorporate namespaces into XML documents

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

What you need to know:

- Use a mouse and keyboard
- Save, open, and edit files
- Launch applications

**Length:** 3 hours

## XML: Transforming content with XSLT and XPath

This workshop lasts 3 hours. XSLT (extensible Stylesheet Language Transformations) is used to transform XML documents into other data types, such as XHTML. XPath (XML Path) is a language used to query the data stored in an XML document. This workshop will teach participants to transform XML data into valid XHTML using XSLT and XPath.

With a growing amount of data being stored in XML format, being able to view and manipulate that XML data becomes necessary. XSLT allows a developer to transform one XML document into a variety of different formats including XHTML, PDF, and even other types of XML documents. Being able to transform XML data allows for easy reuse of information and enables a developer to display the information in numerous formats for analysis and viewing. While the focus of this workshop is on transforming XML to XHTML, the same principles can be applied to transform XML into any other document type. What you'll learn:

- Review XML structure, navigation and terminology
- Learn XSLT syntax
- Use XPath to navigate through an XML document
- Learn strategies for creating XSLT templates
- Transform XML data to an XHTML document

**Prerequisite:** XML: The Basics or equivalent skills

What you need to know:

- How to create a well formed XHTML document
- How to use XHTML markup tags to format data

**Length:** 3 hours

## Server/network admin

### Unix: The basics

Unix is a popular operating system used on many central systems and web servers. This workshop is intended for people who have little or no experience working with Unix from the command line. It gives a quick overview of how Unix works, explains the directory structures, and provides guided practice with core file management commands and setting file permissions. File archiving, file compression, and secure file copying are also covered. In this workshop, you will:

- Maintain UNIX accounts
- Manage files and directories
- Set file permissions
- Archive and compress files
- Share and copy files
- Get help

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

What you need to know:

- Launch an application
- Use a keyboard to perform typing tasks
- Perform basic computing and file management tasks within Windows

**Length:** 3 hours

# Web development

## Web design

See Design & media section

## Web dev tools

### HTML5 and CSS: The basics

This workshop lasts 3.5 hours, and is part of the certificate series Web Creation. HTML and CSS are languages used in order to build web pages. This is a beginner's workshop on learning how to read and code these languages. Participants will learn how to structure content for the web, incorporate graphics, and style a web page.

In this workshop, you will:

- Structure text and image content for the web using HTML5
- Learn semantic markup new to the HTML standard
- Style a web page using Cascading Style Sheets (CSS)
- Create hyperlinks to link to other pages
- Learn the box model for basic layout
- Make web pages accessible and well-formed

**Prerequisite:** Windows: Basic computing skills or equivalent skills

What you need to know:

- Type well
- Save and organize files

**Length:** 3.5 hours

**Note:** Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS

## HTML5 and CSS: Creating Style for the Web

This workshop lasts 3.5 hours, and is part of the certificate series Web Creation. Round-out your HTML5 & CSS knowledge by learning more techniques for creating style for a web page. This workshop will teach how to refine table structure, embed video, use non-standard fonts in your site using Web Fonts, more accurately position elements on a page, create responsiveness using Media Queries, and more flexible style practices using multiple class selectors and grid systems. This workshop focuses on CSS, but like the previous workshops in this series, there is discussion of HTML5 as well. In this workshop, you will:

- Create more structure in tables
- Embed video on a web page
- Use Web Fonts
- Use Media Queries
- Use a grid system to create basic responsiveness on the web

**Prerequisite:** HTML5 & CSS: Structuring Pages or equivalent skills  
What you need to know:

- Create and style tables
- Use external stylesheets
- Create internal-page navigation
- Use pseudo-classes
- Create CSS buttons

**Length:** 3.5 hours

## HTML5 & CSS: Structuring Pages

This workshop lasts 3.5 hours, and is part of the certificate series Web Creation. Expand your HTML5 & CSS: The Basics knowledge by learning how to fully structure your pages. Learn how to create CSS buttons, internal-page hyperlinks, tables, useful navigation, useful footers, and properly formatting dates and addresses. This workshop focuses on HTML5 markup, but like HTML5 & CSS: The Basics, CSS will be used to make the project visually appealing. In this workshop, you will:

- Use metadata effectively
- Use external stylesheets to standard multiple pages
- Create and style tables
- Create internal-page navigation
- Create a well formed header and footer
- Use pseudo-classes to add interest to a document

**Prerequisite:** HTML5 & CSS: The Basics or equivalent skills  
What you need to know:

- Structure text and image content for the web using HTML5
- Use semantic markup
- Create hyperlinks to link to other pages
- Understand the box model for basic layout
- Make an accessible, well-formed web page

**Length:** 3.5 hours

## Web creation project lab

This workshop lasts 3 hours, and is part of the certificate series Web Creation. In this hands-on lab session, you will integrate and reinforce the skills you learned HTML5 & CSS: The Basics, HTML5 & CSS: Structuring Pages, HTML5 & CSS: Creating Style for the Web, Dreamweaver CC 2015: The Basics, and Creating Graphics for the Web to independently create Web resources. You will be given guidelines to create the various projects. What You'll learn:

- Gain additional practice and experience working with web design and development tools
- Get reinforcement on concepts and skills learned in the prerequisite workshops
- Use an individualized, creative, and explorative approach to Web design
- Gain experience integrating HTML, CSS, Dreamweaver and graphics

**Prerequisite:** Creating Graphics for the Web, Dreamweaver CC 2015: The Basics, HTML5 & CSS: Creating Style for the Web, HTML5 & CSS: Structuring Pages, HTML5 & CSS: The Basics or equivalent skills

What you need to know:

- Structure text and image content for the web using HTML5
- Style a web page using Cascading Style Sheets (CSS)
- Design a web site using Dreamweaver
- Work with templates in Dreamweaver
- Create graphics incorporating text, vector paths, strokes and fills using Illustrator
- Optimize and export graphics for use on the Web

**Length:** 3 hours

**Note:** You can only register for this workshop as part of the Web Site Development Fundamentals certificate series

## Dreamweaver CC 2015: The Basics

This workshop lasts 3.5 hours, and is part of the certificate series Web Creation. Dreamweaver is used to create web pages and manage web sites. This workshop is intended for people with a basic understanding of HTML and CSS, but little or no experience using Dreamweaver. In this session we'll add text, images, and style to web pages. In addition, we'll explore how to use templates to make controlling and updating page content a snap. In this workshop, you will learn:

- The Dreamweaver interface
- How to add text and image content
- Re-use content from external text files
- Work with CSS styles
- Insert links
- Implement templates to reduce web site maintenance time
- Upload a completed site to a web server

**Prerequisite:** Adobe CC 2015: Interface Basics, HTML5 & CSS: The Basics

What you need to know:

- Understand the general interface of Adobe programs
- How to structure text and image content for the web using HTML5
- How to style a web page using Cascading Style Sheets (CSS)
- Understand the box model for basic layout

**Length:** 3.5 hours

**Note:** Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS

## PHP: The basics

This workshop lasts 4 hours. In this workshop, participants will create a simple program in the PHP programming language. Along the way, the participants will learn basic programming terminology and techniques including loops, control structures, variables, commenting, and creating PHP templates. While learning these techniques, participants will create a simple application that pulls information from a text-based data file. What You'll learn:

- Write basic PHP syntax
- Process user input using the \$\_GET array
- Control flow with control structures
- Make decisions with conditional structures
- Access data from an external data source
- Create and use functions

**Prerequisite:** Dreamweaver CC 2015: The Basics or equivalent skills

What you need to know:

- Work comfortably with HTML code
- Create a well-structured web document
- Work with Dreamweaver in Code View
- Upload files to a server using Dreamweaver

**Length:** 4 hours

**Note:** This workshop is scheduled as two, two-hour sessions. Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS.

## Technology resources for students

This 45 minute session will discuss technology services offered by UITS and IT Training including software, training, support, and more.. In this workshop, you will:

- Services that UITS offers
- Services offered by IT Training
- Support Center services
- Student Technology Center services

**Prerequisite:** None

**Length:** 45 minutes

## Unix: The basics

Unix is a popular operating system used on many central systems and web servers. This workshop is intended for people who have little or no experience working with Unix from the command line. It gives a quick overview of how Unix works, explains the directory structures, and provides guided practice with core file management commands and setting file permissions. File archiving, file compression, and secure file copying are also covered. In this workshop, you will:

- Maintain UNIX accounts
- Manage files and directories
- Set file permissions
- Archive and compress files
- Share and copy files
- Get help

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

What you need to know:

- Launch an application
- Use a keyboard to perform typing tasks
- Perform basic computing and file management tasks within Windows

**Length:** 3 hours

## Cascade Server: Managing content

This workshop lasts 3 hours. This workshop will teach users how to manage content in IU's WCMS, Cascade Server. Users will be provided a demonstration site, username and passphrase, and will be guided through tasks focused on the skills needed to create and edit content in the WCMS. These skills include editing pages, uploading images, working with existing assets, modifying and creating blocks, using asset factories, using workflows, publishing assets, and working within the WCMS. In this workshop, you will learn:

- Create content in the WCMS
- Edit existing assets
- Publish content to a web server using the WCMS
- Upload content to a site
- User workflows to manage document review processes

**Prerequisite:** Web Publishing: An Overview of Tools & Resources or equivalent skills

What you need to know:

- Be familiar with your group's current site
- Be able to navigate a web document
- Be able to use a word processor to create a document
- Understand institutional workflows

**Length:** 3 hours

## Cascade Server: Managing sites

This workshop lasts 2 hours. This workshop will give new site managers the skills they need to be able to continue support for a site that is already built and/or inherited. Users will be provided an existing site and demonstration username and passphrase. They will be guided through a series of tasks related directly to managing users, groups, roles, permissions, assets, publishing, modifying existing content, updating XSLT, using Cascade Server assets to generate XML, creating blocks, assigning those blocks to the appropriate assets, modifying templates, and controlling programmatic workflows. In this workshop, you will learn:

- Use the IU WCMS Manager Tools
- Modify access permissions
- Modify users, groups, and roles
- Modify templates
- Control workflows
- Edit the publishing behavior of a site

**Prerequisite:** Cascade Server: Managing Content; HTML5 and CSS: The Basics; or equivalent skills

What you need to know:

- Be familiar with your group's current site
- Be able to create, edit, and publish assets in Cascade Server
- Create a site using HTML & CSS

**Length:** 2 hours

## Cascade Server: Building a site

This workshop lasts 1 day. This workshop will give new site managers the skills they need to plan and build a site in Cascade Server. Users will be provided an empty site and a demonstration username and passphrase. They will be guided through a series of tasks related directly to planning and creating a site from scratch. These tasks include building data definitions, defining content types, creating configuration sets, building templates, pages, asset factories, etc. In this workshop, you will learn:

- Plan data structures for a new site
- Build pages
- Create publishing assets
- Take an existing site and convert it into a Cascade Server site
- Create configurations

**Prerequisite:** Cascade Server: Managing Content; HTML5 and CSS: The Basics; XML: Transforming Content with XSLT and XPath or equivalent skills

What you need to know:

- Be familiar with your group's current site
- Be able to create, edit, and publish assets in Cascade Server
- Write XSLT to convert XML to HTML
- Create a site using HTML & CSS

**Length:** 1 day

## Web graphics

### Illustrator CC 2015: The basics

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. In this workshop, participants will learn how the basics of Adobe Illustrator, a drawing program. Participants will spend time building basic skills like drawing with brushes, creating and combining shapes, and using gradients, and will then use those skills to create a professional looking business logo. In this workshop, you will:

- Explore the shape creation tools
- Combine and alter shapes

- Create gradients
- Understand the different selection tools
- Understand stroke and fill
- Create a professional looking logo

**Prerequisite:** Windows: Basic computing skills or equivalent skills

**Length:** 3 hours

## Creating graphics for the web

This workshop lasts 3 hours, and is part of the certificate series Web Creation. This workshop introduces the different tools in Illustrator and Photoshop for creating web graphics. Participants will create graphics for a website, including buttons, a logo, and a banner image. During the creation process, participants will learn about optimizing graphics for the web and various techniques for creating web graphics in Illustrator and Photoshop. What You'll learn:

- Learn the difference between vector and bitmap graphics
- Create graphics for a website, including a banner, buttons, and a logo
- Learn techniques for creating images for the web in Photoshop and Illustrator
- Optimize images for the web in both Photoshop and Illustrator

**Prerequisite:** Illustrator CC 2015: The basics, Photoshop CC 2015: The basics or equivalent skills

What you need to know:

- Navigate the Illustrator interface
- Navigate the Photoshop interface
- Work with shapes and text in Illustrator
- Perform basic photo editing in Photoshop

**Length:** 3 hours

**Note:** Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS

## Web creation project lab

This workshop lasts 3 hours, and is part of the certificate series Web Creation. In this hands-on lab session, you will integrate and reinforce the skills you learned HTML5 & CSS: The Basics, HTML5 & CSS: Structuring Pages, HTML5 & CSS: Creating Style for the Web, Dreamweaver CC 2015: The Basics, and Creating Graphics for the Web to independently create Web resources. You will be given guidelines to create the various projects. What You'll learn:

- Gain additional practice and experience working with web design and development tools
- Get reinforcement on concepts and skills learned in the prerequisite workshops
- Use an individualized, creative, and explorative approach to Web design
- Gain experience integrating HTML, CSS, Dreamweaver and graphics

**Prerequisite:** Creating Graphics for the Web, Dreamweaver CC 2015: The Basics, HTML5 & CSS: Creating Style for the Web, HTML5 & CSS: Structuring Pages, HTML5 & CSS: The Basics or equivalent skills

What you need to know:

- Structure text and image content for the web using HTML5
- Style a web page using Cascading Style Sheets (CSS)
- Design a web site using Dreamweaver
- Work with templates in Dreamweaver
- Create graphics incorporating text, vector paths, strokes and fills using Illustrator
- Optimized and export graphics for use on the Web

**Length:** 3 hours

**Note:** You can only register for this workshop as part of the Web Site Development Fundamentals certificate series

## Adobe CS6: Pen tool basics for advanced graphic design

This workshop lasts 2 hours. In this workshop, participants will learn about paths. Paths are used as the building block for all vector objects in many graphic design programs. Once participants are comfortable with paths, we will learn how to use one of the most challenging and powerful path creation tools: the Pen tool. This tool is difficult to master, but in this workshop, we will build up specific skills slowly, and by the end of the workshop, participants will be comfortable using the tool. We will also examine differences of the tool in several Adobe applications, including InDesign and Photoshop. In this workshop, you will:

- Use the Pen tool proficiently in the Adobe Creative Suite
- Understand paths and path creation in the Adobe Creative Suite
- Create simple and complex shapes using the Pen tool
- Alter paths to create new shapes
- Examine path creation with multiple tools
- Examine how the Pen tools would be used in Photoshop, InDesign, Flash and Fireworks

**Prerequisite:** Illustrator CC 2015: The Basics or equivalent skills

What you need to know:

- Use the mouse and keyboard proficiently
- Use the Adobe interface

**Length:** 2 hours

## Photoshop CC 2015: The basics

This workshop lasts 3 hours, and is part of the certificate series Desktop Publishing Fundamentals. In this workshop, participants will learn the basics of Adobe Photoshop, the premiere image editing application. Participants will learn how to retouch a photo while building skills that will help them go further with the application. Participants will also work on a more complex photo compositing project, and learn about layers, selections, healing tools, and image adjustments. In this workshop, you will:

- Understand the Photoshop interface
- Retouch and blend two images
- Understand layers
- Use effects and filters
- Use the History Panel
- Save a file for the web
- Use basic healing tools

**Prerequisite:** Adobe CC 2015: Interface Basics or equivalent skills  
What you need to know:

- Use the mouse and keyboard proficiently

**Length:** 3 hours

## Photoshop CS6: In-depth healing tools

This workshop lasts 2.5 hours. In this workshop, participants will be challenged to master the various Healing Tools Photoshop offers. The Healing Tools in Photoshop enable users to remove damaged or distracting portions of an image, and even replace sections of an image that may be missing. Participants will spend time in this workshop learning how each tool behaves and examine situations in which it would be the most appropriate tool to use. Participants will also spend plenty of time practicing with these tools and mastering the techniques required to get the most out of them. In this workshop, you will:

- Use the Clone Stamp Tool, Healing Brush, Spot Healing Brush, and Patch Tool
- Use the Crop Tool to minimize work
- Repair torn and cracked images
- Remove spots and distracting elements from images
- Learn to use the best tool for different types of damage to the image

**Prerequisite:** Photoshop CC 2015: Basics or equivalent skills

**Length:** 2.5 hours

## Web programming

### JavaScript & JQuery: The Basics

This workshop lasts 3.5 hours. JavaScript is the most used scripting language on the web today. It is the foundation for creating interactivity in the web browser. The language gives designers the ability to change the appearance of a web page without having to reload the page in the web browser. This workshop teaches the practical application of the scripting language and its most popular library, JQuery, by creating a simple slideshow. What you'll learn:

- Basic syntax of JavaScript
- Use the web browser's Console
- Create and modify HTML elements using JavaScript
- Make elements visible and invisible programmatically
- Create a basic web slide show with multiple slides
- Use the JQuery code library to expedite code writing

**Prerequisite:** HTML5 & CSS: The Basics or equivalent skills  
What you need to know:

- Structure text and image content for the web using HTML5
- Style a web page using CSS
- Create hyperlinks to other pages

**Length:** 3.5 hours

### PHP: The basics

This workshop lasts 4 hours. In this workshop, participants will create a simple program in the PHP programming language. Along the way, the participants will learn basic programming terminology and techniques including loops, control structures, variables, commenting, and creating PHP templates. While learning these techniques, participants will create a simple application that pulls information from a text-based data file. What You'll learn:

- Write basic PHP syntax
- Process user input using the \$\_GET array
- Control flow with control structures
- Make decisions with conditional structures
- Access data from an external data source
- Create and use functions

**Prerequisite:** Dreamweaver CC 2015: The Basics or equivalent skills  
What you need to know:

- Work comfortably with HTML code
- Create a well-structured web document
- Work with Dreamweaver in Code View
- Upload files to a server using Dreamweaver

**Length:** 4 hours

**Note:** This workshop is scheduled as two, two-hour sessions. Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS.

### Python: The basics

This workshop introduces the Python programming language. Participants will spend time learning the basics of the language with variables, loops and print statements, and then will move on to creating an application designed to allow a user to search for movie times from an external file. In this workshop, you will learn:

- Learn basic Python syntax
- Capture user input
- Learn about different variable types
- Control flow with conditionals and loops
- Access data from an internal file
- Create user defined functions

**Prerequisite:** Perl: The basics or equivalent skills  
What you need to know:

- Use a text editor
- Recognize and correct syntax errors

**Length:** 3.5 hours

**Note:** Individuals designing or developing a departmental web site are strongly encouraged to use the WCMS.

## SQL: Data retrieval

Relational databases and the data they store are increasingly at the core of how we understand our world and make decisions in it. SQL (Structured Query Language) is the standard programming language used for querying databases and answering questions about the data in databases. Most relational databases, such as Access, SQL Server, Oracle, MySQL, Sybase, and FoxPro, can all be queried using SQL. Participants will learn how to use SQL to retrieve a variety of data for building reports or powering Web and desktop applications. This workshop is intended for participants with a good understanding of relational databases but limited to no experience using SQL. In this workshop, you will:

- Learn basic SQL concepts
- Retrieve records from a single table
- Use joins to retrieve records from multiple related tables
- Use aggregate functions and field operations
- Work with null values in queries

**Prerequisite:** Access 2013: Queries or equivalent skills

What you need to know

- Understand and work with database relationships

**Length:** 3.5 hours

## SQL: Advanced data retrieval and data modification

Building on what was covered in SQL: Data Retrieval, this workshop is intended for anyone wants to learn how to use SQL to add, update, and delete data and learn advanced data retrieval techniques. In addition, participants will learn basic concepts of database transaction processing. In this workshop, you will:

- Use UNION to select similar types of information from unrelated tables
- Use HAVING to filter results when doing grouping
- Use SELF-JOINS to create a relationship between a table and itself
- Use INSERT to add data to a table
- Use UPDATE to modify existing records in a table
- Use DELETE to delete existing records from a table
- Work with transactions to control data modification operations

**Prerequisite:** SQL: Data Retrieval or equivalent skills

What you need to know:

- Retrieve records from a single table
- Use joins to retrieve records from multiple related tables
- Use WHERE to search for or limit records returned by a query
- Use aggregate functions and field operations
- Work with null values in queries

**Length:** 3 hours

## XML: The basics

This workshop lasts 3 hours. As a common tool for Web development, and a universal medium for information storage and exchange, XML is a key technology for those entering a wide variety of technology professions.

This workshop will focus on two major areas of XML. First, it will cover the basic syntactic rules that make up an XML document and include concepts such as elements, attributes, entities, and namespaces. Second, it will cover validation of XML documents using a Document Type Definition (DTD). What you'll learn:

- Understand the syntactic rules of XML
- Author an XML document
- Create an XML Document Type Definition
- Validate XML using a Document Type Definition
- Incorporate namespaces into XML documents

**Prerequisite:** Windows: Basic Computing Skills or equivalent skills

What you need to know:

- Use a mouse and keyboard
- Save, open, and edit files
- Launch applications

**Length:** 3 hours

## XML: Transforming content with XSLT and XPath

This workshop lasts 3 hours. XSLT (extensible Stylesheet Language Transformations) is used to transform XML documents into other data types, such as XHTML. XPath (XML Path) is a language used to query the data stored in an XML document. This workshop will teach participants to transform XML data into valid XHTML using XSLT and XPath.

With a growing amount of data being stored in XML format, being able to view and manipulate that XML data becomes necessary. XSLT allows a developer to transform one XML document into a variety of different formats including XHTML, PDF, and even other types of XML documents. Being able to transform XML data allows for easy reuse of information and enables a developer to display the information in numerous formats for analysis and viewing. While the focus of this workshop is on transforming XML to XHTML, the same principles can be applied to transform XML into any other document type. What you'll learn:

- Review XML structure, navigation and terminology
- Learn XSLT syntax
- Use XPath to navigate through an XML document
- Learn strategies for creating XSLT templates
- Transform XML data to an XHTML document

**Prerequisite:** XML: The Basics or equivalent skills

What you need to know:

- How to create a well formed XHTML document
- How to use XHTML markup tags to format data

**Length:** 3 hours

# Two campuses – One program

## About our program

UITS IT Training offers instructor-led computing workshops and provides self-study training resources to the Indiana University community and beyond. We deliver training to more than 30,000 participants each year across all campuses through our instructor-led workshops, webinars, and self-study courses and tutorials.

We partner with many departments and individual faculty and staff members across all Indiana University campuses to provide broad support for the technology education needs of the entire university community. Beyond the university, IT Training has won several national awards for our materials and services, and our staff members have chaired programs, judged competitions, and presented papers at national conferences. Additionally, universities and organizations from around the world are using our class materials in their own training programs.

Our goal is to provide you with excellent technology training and customer service. While we enjoy our national recognition, we continue to be dedicated first and foremost to meeting the training needs of all of our participants, from the true beginner to the more advanced user. We look forward to helping you meet your technology training needs in the year to come.

IT Training develops and delivers workshops on the Bloomington (IUB) and Indianapolis (IUPUI) campuses and delivers online instructor-led workshops and webinars which can be taken from anywhere. Our staff on both campuses are dedicated to making sure that your training experience is the best it can be. Remember that if the workshop you want is not offered at a convenient time for you on your primary campus, you can check the online and other campus's schedule to find training that better fits your schedule.



### Management

Chris Payne, *Manager*

Jessica Samuel, *Assistant manager*

### IUB professional staff members:

Peter Ermev

April Law

Jason Fickel

Tom Mason

Greg Hanek

Beth Nolen

### Part-time instructors & assistants

Andrew Behringer

Laura Reed

David Heald

Susan Reynolds



### Management

Donna Jones, *Assistant manager*

### IUPUI professional staff members:

Denise Brown

Dave Nichols

Robert De Roeck

Jennifer Oakes

Kimmaree Murday

Kathy Wade

### Part-time instructors & assistants

Mayme Fravel

Amanda Stinson

Rachel Frend

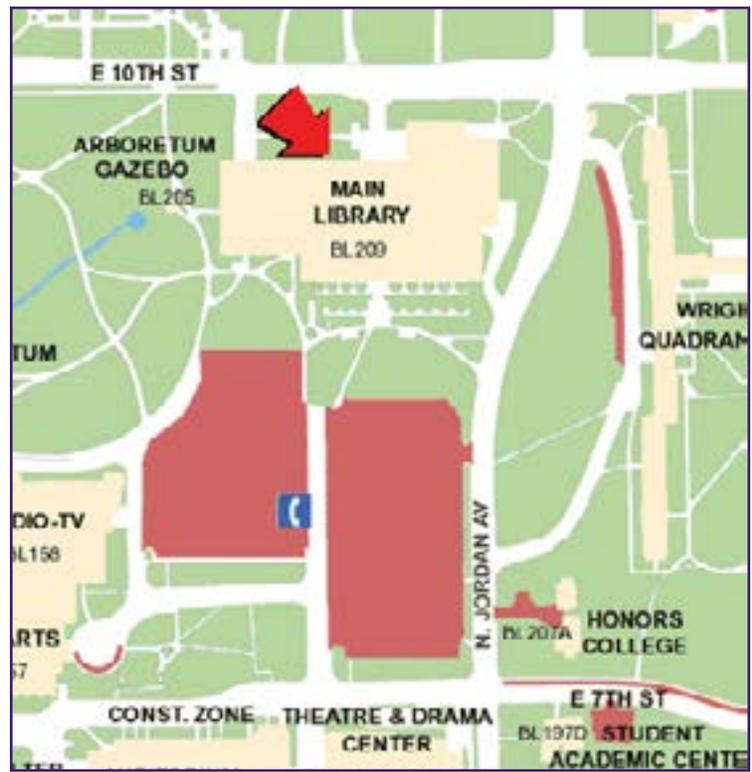
## Bloomington workshop locations

Most IUB workshops meet in the Wells Library (at 10th and Jordan), either in the Information Commons IC 103 Classroom or a nearby classroom. The Project Management EdCert course meets in the CIB building, which is located at the intersection of 10th Street and the State Road 46 Bypass.

## Parking on the Bloomington campus

Anyone may park in a campus pay parking lot or at a pay meter without a permit. The closest pay lot 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. This registration is in effect 24 hours a day. If you pay to park in the 11th Street and Fee Lane parking garage to attend a workshop in the library, notify the workshop instructor if you would like to purchase a visitor's parking clip for \$7 to save on parking expenses.

Additional information including maps and directions, can be found by clicking the "Directions & Parking" link at: [ittraining.iu.edu/about](http://ittraining.iu.edu/about)



## Indianapolis campus workshop locations

Our workshop locations are noted in red on the map at the right. Most IUPUI workshops meet in the Informatics & Communications Technology Complex, room IT 121, and most EdCert courses meet in the same building in room IT 125. Parking lots on the map at right are noted by numbers and buildings are noted by letters.

## Parking on the Indianapolis campus

Students may park in lots 71, 73, 83, and 85. Faculty and staff may park in lots 71, 77, 81, 83, and 85. Visitors and physically disabled patrons may park in the Gateway garage (XF). All campus parking spaces except for the designated visitor spots require that your vehicle be registered with the university. This regulation is in effect 24 hours a day.

Additional Information including maps and directions, can be found by clicking the "Our Facilities" link at: [ittraining.iu.edu/about](http://ittraining.iu.edu/about)



