

# IT Training's



## Spring 2017 Schedule — Bloomington

Simplifying technology, enhancing productivity and skills



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**UITS**

LEARNING TECHNOLOGIES

# IT Training

Grow your skills in everything from Microsoft Office to Adobe Creative Suite and more with UITS IT Training.

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Read descriptions and register at:  
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Questions? Contact us.  
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 (812) 855-7383

## Testimonials from fall of 2016

*"... I would recommend this webinar to everyone to get all this info about Box. Just a super webinar..."*

**Participant, Box: Access files, share and collaborate from anywhere**

*"Clear explanations of numerous things I wanted to go over in Photoshop. The ending where we went over image adjustments throughout history was really fascinating."*

**Participant, Photoshop 2015: The basics**

*"I like the webinars, do not have to go anywhere, just staying in your office and listening."*

**Participant, How to run applications from the Cloud at IU using IUanyWare**

*"Told me everything I wanted to learn about the basics of HTML and CSS."*

**Participant: HTML5 & CSS: The basics**

*"They (instructor and assistant) are always willing to help students solve any issue (that) come(s) up. I've never used excel before, so I really liked that it was step by step."*

**Participant, Excel 2016: The basics**

*"I like everything about this workshop. It was good on Powerpoint with workshop help me a lot. thank youj.."*

**Participant, PowerPoint 2016: The basics**

*"I could complete the tasks myself while the instructor was presenting them!"*

**Participant, Access 2016: The basics**

*"I like how the materials could help me fact check if I made a mistake. This would help me find a resolution without having to disturb the class."*

**Participant, Unix: The basics**

*"The instruction was in person and the instructor was willing to break away and help if necessary."*

**Participant, Word 2016: The basics**

*"I now have a wonderful manual to consult (instead of searching for answers on the web) AND I did learn some new functionality. The Quick Step option will save me tons of time forwarding messages to my management team and other groups."*

**Participant, Outlook 2016: Managing your email**

*"This was my first IT online workshop. I was impressed by the ease of communication with the instructor - as well as the other students. The screen display was nice and was clear (easy to understand)."*

**Participant, SPSS: The basics**

*"I had some knowledge already from illustrator but I learned quite a few tricks and shortcuts that will make any future creating much easier."*

**Participant, Illustrator 2016: The basics**

# Design & media

Whether you're creating for print, graphics, presentations, or the web, we have the training you need for better design.

## Desktop publishing

### Photoshop CC 2015

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#### The basics

Monday	January 16	1:30—5pm	Online
Monday	January 16	1:30—5pm	LC W144
Tuesday	March 21	5:30—8:30pm	Online

### Illustrator CC 2015

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#### The basics

Monday	January 23	1:30—4:30pm	Online
Monday	January 23	1:30—4:30pm	LC W144
Tuesday	March 28	5:30—8:30pm	Online

## Page Design

### Page design & layout basics

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Monday	January 30	1:30—4:30pm	LC W138
Thursday	February 2	1:30—4:30pm	Online

### InDesign CC 2015

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#### The basics

Monday	February 6	1:30—4:30pm	Online
Monday	February 6	1:30—4:30pm	LC W144
Tuesday	April 4	5:30—8:30pm	Online

### Using page masters for efficient design

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Monday	February 13	1:30—4:30pm	Online
Monday	February 13	1:30—4:30pm	LC W144

## Graphics

### Creating graphics for the web

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Wednesday	February 22	5:30—9pm	Online
Thursday	April 18	1:30—5pm	Online
Thursday	April 20	1:30—4:30pm	LC W144

## Project Labs

### Desktop publishing project lab

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Tuesday	April 18	5:30—8:30pm	Online
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## Web creation project lab

Wednesday	March 8	5:30—9pm	Online
Thursday	April 27	1:30—5pm	Online

## Word 2016

### The basics

Thursday	February 9	9am —noon	Online
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## Presentations

### PowerPoint 2016: The basics

Thursday	February 2	9am—noon	Online
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## Web design

### HTML5 & CSS

#### The basics

Wednesday	January 11	5:30—9pm	Online
Thursday	March 23	1—5pm	Online
Thursday	March 23	1—5pm	LC W144

#### Structuring Pages

Wednesday	January 18	5:30—9pm	Online
Thursday	March 30	1—5pm	Online
Thursday	March 30	1—5pm	LC W144

#### Creating style for the web

Wednesday	January 25	5:30—9pm	Online
Thursday	April 6	1—5pm	Online
Thursday	April 6	1—5pm	LC W144

#### Dreamweaver CC 2015: The basics

Wednesday	February 8	5:30—9pm	Online
Thursday	April 13	1—5pm	Online
Thursday	April 13	1—5pm	LC W144

#### Photoshop CC 2015: The basics

Monday	January 16	1:30—5pm	Online
Monday	January 16	1:30—5pm	LC W144
Tuesday	March 21	5:30—8:30pm	Online

#### Illustrator CC 2015: The basics

Monday	January 23	1:30—4:30pm	Online
Monday	January 23	1:30—4:30pm	LC W144
Tuesday	March 28	5:30—8:30pm	Online

#### Creating graphics for the web

Wednesday	February 22	5:30—9pm	Online
Thursday	April 18	1:30—5pm	Online
Thursday	April 20	1:30—5pm	LC W144

# IU systems

Learn how to use IU administrative systems in your job, Canvas to teach classes and collaborate, or IU tools to conduct research.

## Academic systems

### Canvas

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#### Getting Started (for Instructors)

Wednesday	January4	1—2pm	Online
Monday	January9	3—4pm	Online
Monday	May 1	2—3pm	Online
Monday	May 8	1—2pm	Online

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#### Assignments & grading overview

Thursday	January5	2—3pm	Online
Tuesday	January10	11am—noon	Online
Tuesday	May 2	2—3pm	Online
Monday	May 8	3—4pm	Online

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

Friday	January6	1—2:30pm	Online
Wednesday	May 3	2—3:30pm	Online

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## IUIE (Emp. only)

#### Reporting basics

Wednesday	Feb 15	1:30—4:30pm	Online
Tuesday	April 4	1:30—4:30pm	Online

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#### Formatting & analyzing IUIE data

Wednesday	February 22	1:30—4:30pm	Online
Tuesday	April 11	1:30—4:30pm	Online

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## SIS

#### Basics for Administrators

Wednesday	January11	1:30—4:30pm	Online
Wednesday	February 1	1:30—4:30pm	Online
Tuesday	March 21	1:30—4:30pm	Online
Wednesday	April 26	1:30—4:30pm	Online

## Cascade Server

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### Getting Started with the IU web framework

Wednesday January 11 10—11:30am Online

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### Managing content

Monday Oct. 24 1:30—4:30pm Online

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### Managing sites

Monday Oct. 31 1:30—3:30pm Online

## Communication tools

### Outlook 2016

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### Managing your email

Thursday January 19 9—11am Online

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### Calendar essentials

Thursday January 26 9—11am Online

## Statistical applications

### SAS:

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### The basics

Monday January 23 5:30—8:30pm Online

### SPSS:

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### The basics

Thursday January 19 5:30—8:30pm Online

## Follow IT Training on social media

Keep up with us not only with our it2go newsletter, but also with Facebook, Pinterest, Instagram, Twitter, and our IT Training Tips Blog.



# Productivity

We'll teach you the skills and tools you need to be more productive in the office or in your coursework.

## Basic skills

### HTML5 & CSS: The basics

Wednesday	January 11	5:30—9pm	Online
Thursday	March 23	1:30—5pm	Online
Thursday	March 23	1:30—5pm	LC W144

### Unix: The basics

Wednesday	February 1	9am—noon	LC W144
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## Communication tools

### Outlook 2016:

#### Managing your email

Thursday	January 19	9—11am	Online
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#### Calendar essentials

Thursday	January 26	9—11am	Online
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## Microsoft office

### Access 2016

#### The basics

Thursday	January 26	1:30—4:30pm	Online
Thursday	January 26	1:30—4:30pm	LC W144
Wednesday	March 22	5:30—8:30pm	Online

#### Structuring & Relating Data

Thursday	February 16	1:30—5pm	Online
Thursday	February 16	1:30—5pm	LC W144
Wednesday	April 12	5:30—8:30pm	Online

#### Analyzing & modifying data with queries

Thursday	February 23	1:30—5pm	Online
Thursday	February 23	1:30—5pm	LC W144

#### Designing the database interface

Thursday	March 3	1:30—5pm	Online
Thursday	March 3	1:30—5pm	LC W144

## Excel 2016

### The basics

Tuesday	January 17	9am—noon	Online
Tuesday	January 17	9am—noon	LC W144
Wednesday	February 8	5:30—8:30pm	Online
6 Wednesday	March 22	1:30—4:30pm	Online



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## Charts & graphics

Tuesday	January24	9am—noon	Online
Tuesday	January24	9am—noon	LC W144
Wednesday	March 29	1:30—4:30pm	Online

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## Data management

Tuesday	January31	9am—noon	Online
Tuesday	January31	9am—noon	LC W144
Wednesday	March 8	1:30—4:30pm	Online
Wednesday	Apr. 5	1:30—4:30pm	Online

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## Basic automation using macros

Tuesday	February 7	9—10:30am	Online
Tuesday	February 7	9—10:30am	LC W144
Wednesday	April 12	5:30—7pm	Online

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## Analyzing data with pivot tables

Tuesday	February 14	9am—noon	Online
Tuesday	February 14	9am—noon	LC W144
Wednesday	April 19	1:30—4:30pm	Online

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## Excel 2016: Formatting & analyzing IUIE data

Wednesday	February 22	1:30—4:30pm	Online
Tuesday	April 11	1:30—4:30pm	Online

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## PowerPoint 2016

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### The basics

Thursday	February 2	9am—noon	Online
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## Word 2016

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### The basics

Thursday	February 9	9am—noon	Online
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## Statistical applications

See SAS and SPSS training options in IU systems section.

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## Cloud computing

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### Getting Started with the IU web framework

Wednesday	January 11	10—11:30am	Online
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### Box: Access files, share, & collaborate from anywhere

Friday	January27	10am—Noon	Online
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### How to run applications from the Cloud at IU using IUanyWare

Friday	February 3	10—11am	Online
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# Technical skills

Take EdCerts to learn advanced IT skills that can help you earn professional certification.

## EdCert courses

Technical support providers, LSPs, and others interested in learning advanced skills can take EdCert courses on advanced topics. Participants can use these courses as a launch pad to earning industry-recognized professional certifications.

Learn more and see our schedule at: [ittraining.iu.edu/edcert](http://ittraining.iu.edu/edcert)

# EdCerts

**TBD. Check our web site for the latest offerings.**

## Supercomputing for Everyone Series

### Faster work, safer storage (an Introduction)

Wednesday February 1 1–5pm LC W144

### Introductory Parallel Programming for Supercomputers

Friday February 10 9am–5pm LC W144

### Intermediate Parallel Programming for Supercomputers

Friday February 24 9am–5pm LC W144

## Cascade Server

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### Getting Started with the IU web framework

Wednesday January 11 10—11:30am Online

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### Managing content

Wednesday February 8 9am—noon Online

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### Managing sites

Wednesday February 22 9—11am Online

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## Databases

### Access 2016

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#### The basics

Thursday January 26 1:30—4:30pm Online

Wednesday March 22 5:30—8:30pm Online

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#### Structuring & Relating Data

Thursday February 16 1:30—5pm Online

Wednesday April 12 5:30—8:30pm Online

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#### Analyzing & modifying data with queries

Thursday February 23 1:30—5pm Online

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#### Designing the database interface

Thursday March 3 1:30—4:30pm Online

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## Programming

### Python

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#### The basics

Friday April 7 9am—12:30pm Online

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#### JavaScript & JQuery

Friday March 24 9am—12:30pm Online

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### SQL

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#### Data retrieval

Monday February 20 1:30—5pm Online

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#### Advanced data retrieval and data modification

Monday February 27 1:30—4:30pm Online

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# Web development

Let us teach you how to build basic or dynamic websites that look great and are easy to use.

## Web design

See design & media section on page 3.

## HTML5 & CSS

### The basics

Wednesday	January 11	5:30—9pm	Online
Thursday	March 23	1—5pm	Online
Thursday	March 23	1—5pm	LC W144

### Structuring pages

Wednesday	January 18	5:30—9pm	Online
Thursday	March 30	1—5pm	Online
Thursday	March 30	1—5pm	LC W144

### Creating style for the web

Thursday	January 26	5:30—9pm	Online
Thursday	April. 6	1—5pm	Online
Thursday	April. 6	1—5pm	LC W144

## Dreamweaver CC 2015

### The basics

Thursday	April 13	1—5pm	Online
Thursday	April 13	1—5pm	LC W144

## Cascade Server

### Getting Started with the IU web framework

Wednesday	January 11	10—11:30am	Online
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### Managing content

Wednesday	February 8	9am—noon	Online
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### Managing sites

Wednesday	February 22	9—11am	Online
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## Photoshop CC 2015

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### The basics

Monday	January 16	1:30—4:30pm	Online
Monday	January 16	1:30—4:30pm	LC W144
Tuesday	March 21	5:30—8:30pm	Online

## Illustrator CC 2015

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### The basics

Monday	January 23	1:30—4:30pm	Online
Monday	January 23	1:30—4:30pm	LC W144
Tuesday	March 28	5:30—8:30pm	Online

## Graphics

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### Creating graphics for the web

Wednesday	February 22	5:30—8:30pm	Online
Thursday	April 20	1:30—5pm	Online

## Web programming SQL

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### Data retrieval

Monday	February 20	1:30—5pm	Online
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### Advanced data retrieval and data modification

Monday	February 27	1:30—4:30pm	Online
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## Cloud computing

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### Getting Started with the IU web framework

Wednesday	January 11	10—11:30am	Online
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### Box: Access files, share, & collaborate from anywhere

Friday	January 27	10—11:30am	Online
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### How to run applications from the Cloud at IU using IUanyWare

Friday	February 3	10—11am	Online
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# IT Training Certificate Series

Enhance your skills in Office applications, web development, creating graphics and desktop publishing by taking a series of related IT Training workshops.

## Office 2016 Productivity

- **Outlook 2016: Managing your email**  
Learn advanced strategies for maintaining and organizing your Outlook Exchange account.
- **Outlook 2016: Calendar essentials**  
Learn about Outlook's calendar features that are easy for the novice to use, yet powerful enough for the busy manager.
- **Word 2016: The basics**  
Learn essential features commonly used in Word like tabs, lists, headers and footers, and styles
- **PowerPoint 2016: The basics**  
Designed for those with little or no experience with PowerPoint, learn how to create and deliver a finished presentation.
- **Excel 2016: The basics**  
Gain a better understanding and learn new tricks to increase efficiency in using Excel.
- **Access 2016: The basics**  
Track large volumes of related information in a graphical format.

## Access 2016 End-User

- **Access 2016: The basics**  
Track large volumes of related information in a graphical format.
- **Access 2016: Structuring & relating data**  
Learn to define relationships in relational databases and to create queries and forms.
- **Access 2016: Analyzing & modifying data with queries**  
Create and modify queries on related tables.
- **Access 2016: Designing the database interface**  
Use forms and reports tools in-depth to create easier-to-use databases.

## Excel 2016 End-User

- **Excel 2016: The basics**  
Gain a better understanding and learn new tricks to increase efficiency in using Excel.
- **Excel 2016: Charts & graphics**  
Learn to make effective and accurate charts applying elements and formats.
- **Excel 2016: Data management**  
Clean up your data using filters to extract and manipulate data.
- **Excel 2016: Basic automation using macros**  
Record a sequence of commands into a single action and make them easily available.
- **Excel 2016: Analyzing data with pivot tables**  
Discover how pivot tables can make work tasks easier and how they can be useful in analyzing data.

## Web Creation

- **HTML5 & CSS: The basics**  
Read and write web languages HTML and CSS to build, structure and style a web page.
- **HTML5 & CSS: Structuring pages**  
Create CSS buttons, internal-page hyperlinks, tables and useful navigation.
- **HTML5 & CSS: Creating style for the web**  
Learn more techniques for creating style for a web page by refining table structure, embed video, and accurately position elements on a page.
- **Dreamweaver CC 2015: The basics**  
Create web pages and manage web sites. Add text, images and style to web pages. Learn to use templates.
- **Creating graphics for the web**  
Use different tools available in Illustrator and Photoshop for creating web graphics.
- **Web creation project lab**  
Integrate and reinforce skills learned in HTML workshops, Creating Graphics and Dreamweaver.

## Desktop Publishing Fundamentals

- **Photoshop CC 2015: The basics**  
Learn the basics of Photoshop while retouching a photo, learning about layers, selections healing tools and image adjustments.
- **Illustrator CC 2015: The basics**  
Learn to build basic skills by drawing, creating and combining shapes and using gradients.
- **Page design & layout basics**  
Not a “hands-on” workshop, this experience introduces basic page design theory in planning a publication’s layout.
- **InDesign CC 2015: The basics**  
Construct a basic newsletter learning to manipulate text and graphic objects using a broad range of tools.
- **InDesign CC 2015: Using page masters for efficient design**  
Learn to use InDesign’s page masters as a template for document pages.
- **Desktop publishing project lab**  
Integrate skills learned in previous workshops to independently create a newsletter.



# Self-Study Options

## Workshop materials for self-paced learning

Can't attend a workshop? You can print materials and use our exercise files to learn on your own at:

***[ittraining.iu.edu/downloads](https://ittraining.iu.edu/downloads)***



Pluralsight provides low-cost, video-based training for the IU community on advanced technical and graphic design topics including

software development, business intelligence, database and server administration, networking, graphic design, video editing, animation, and much more.

Learn more at:

***[ittraining.iu.edu/pluralsight](https://ittraining.iu.edu/pluralsight)***



Skillssoft offers thousands of low-cost eLearning courses, skills assessment, online books and simulations covering IT and professional development topics not covered in IT Training workshops.

Learn more at:

***[ittraining.iu.edu/skillsoft](https://ittraining.iu.edu/skillsoft)***

## Webinars

IT Training webinars are delivered in demonstration mode with the opportunity to chat with the instructors via Connect.

Webinars are recorded and available for listening on our web page:

***<https://ittraining.iu.edu/downloads/Recordings.aspx>***

Additional sessions will be added throughout the semester.



Video-based training on Microsoft applications is available to the IU community through Microsoft eLearning.

Learn more at:

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

## **IT Training Tips blog**

This 24/7 resource is produced by IT Training and IU technical staff, and covers a wide range of topics. You can request new posts or add comments or questions to existing ones.



Get tips at:

***[ittrainingtips.iu.edu](http://ittrainingtips.iu.edu)***

## **Request training**

Have 10 or more students, staff or faculty that would like training on the same topic? We can teach a session for your group in your facility or ours at no-cost. Learn more at:

Learn more at:

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

## **Training for everyone!**

Know someone that would like to attend workshops, but isn't a student, staff, or faculty? Our workshops are now offered at a reduced cost beyond IU. Most 3 hour workshops are free to the IU community and cost \$20-\$30 for everyone else.

Learn more at:

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





**UIITS IT Training**  
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