

IT Training's



Spring 2017 Schedule — Online

Simplifying technology, enhancing productivity and skills



ittraining.iu.edu
ittraining@iu.edu
812-855-7383 or
317-274-7383

UITS

LEARNING TECHNOLOGIES

IT Training

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

In this issue

Testimonials	1
Design & media	2–3
IU systems	4–5
Productivity	6–7
Technical skills	8–9
Web development	10–11
Earn a Certificate	12
IT Training Certificate Series	13
Self-Study Options	14
Request Training	15
Training for everyone!	15

Read descriptions and register at:
ittraining.iu.edu

Questions? Contact us.
ittraining@iu.edu
 (812) 855-7383, or
 (317) 274-7383

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

The basics

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

Illustrator CC 2015

The basics

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

Page Design

Page design & layout basics

Thursday	February 2	1:30—4:30pm	Online
----------	------------	-------------	--------

InDesign CC 2015

The basics

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

Using page masters for efficient design

Monday	February 13	1:30—4:30pm	Online
--------	-------------	-------------	--------

Graphics

Creating graphics for the web

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

Project Labs

Desktop publishing project lab

Tuesday	April 18	5:30—8:30pm	Online
---------	----------	-------------	--------

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
----------	------------	-----------	--------

Presentations

PowerPoint

The basics

Thursday	February 2	9am—noon	Online
----------	------------	----------	--------

Word

The basics

Thursday	February 9	9am—noon	Online
----------	------------	----------	--------

Web design

HTML5 & CSS

The basics

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

Structuring Pages

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

Creating style for the web

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

Dreamweaver CC 2015: The basics

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

Photoshop CC 2015: The basics

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

Illustrator CC 2015: The basics

Monday	January 23	1:30—4:30pm	Online
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

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

Getting Started (for Instructors)

Wednesday	January 4	1–2pm	Online
Monday	January 9	3–4pm	Online
Monday	May 1	2–3pm	Online
Monday	May 8	1–2pm	Online

Assignments & grading overview

Thursday	January 5	1–2pm	Online
Tuesday	January 10	11am–noon	Online
Tuesday	May 2	2–3pm	Online
Monday	May 8	3–4pm	Online

Organizing Content with the Pages and Modules Tools

Friday	January 6	1–2:30pm	Online
Wednesday	May 3	2–3:30pm	Online

IUIE (Emp. only)

Reporting basics

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

Excel 2016: Formatting & analyzing IUIE data

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

SIS

Basics for Administrators

Wednesday	January 11	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

Getting Started with the IU web framework

Wednesday January 11 10–11:30am Online

Managing content

Wednesday February 8 9am–noon Online

Managing sites

Wednesday February 22 9–11am Online

Communication tools

Outlook 2016

Managing your email

Thursday January 19 9–11am Online

Calendar essentials

Thursday January 26 9–11am Online

Statistical applications

SAS

The basics

Monday January 23 5:30–8:30pm Online

SPSS

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.

Communication tools

Outlook 2016:

Managing your email

Thursday	January 19	9—11am	Online
----------	------------	--------	--------

Calendar essentials

Thursday	January 26	9—11am	Online
----------	------------	--------	--------

Microsoft office

Access 2016

The basics

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

Structuring & Relating Data

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

Analyzing & modifying data with queries

Thursday	February 23	1—5pm	Online
----------	-------------	-------	--------

Designing the database interface

Thursday	March 2	1—5pm	Online
----------	---------	-------	--------

Excel 2016

The basics

Tuesday	January 17	9am—12:30pm	Online
Wednesday	February 8	5:30—8:30pm	Online
Wednesday	March 22	1:30—5pm	Online

Charts & graphics

Tuesday	January 24	9am—noon	Online
Wednesday	March 29	1:30—4:30pm	Online

Data management

Tuesday	January 31	9am—12:30pm	Online
Wednesday	March 8	1:30—5pm	Online
Wednesday	April 5	1:30—5pm	Online

Basic automation using macros

Tuesday	February 7	9—10:30am	Online
Wednesday	April 12	1:30—3pm	Online

Analyzing data with pivot tables

Tuesday	February 14	9am—12:30pm	Online
Wednesday	April 19	1:30—5pm	Online

Formatting & analyzing UIE data

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

PowerPoint 2016

The basics

Thursday	February 2	9am—noon	Online
----------	------------	----------	--------

Word 2016

The basics

Thursday	February 9	9am—noon	Online
----------	------------	----------	--------

Statistical applications

See SAS and SPSS training options in IU systems section.

Cloud computing

Getting Started with the IU web framework

Wednesday	January 11	10—11:30am	Online
-----------	------------	------------	--------

Box: Access files, share, & collaborate from anywhere

Friday	January 27	10—11:30am	Online
--------	------------	------------	--------

How to run applications from the Cloud at IU using IUanyWare

Friday	February 3	10—11am	Online
--------	------------	---------	--------

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 at: ittraining.iu.edu/edcert

EdCerts

TBD. Check our web site for the latest offerings.

Cascade Server

Getting Started with the IU web framework

Wednesday January 11 10—11:30am Online

Managing content

Wednesday February 8 9am—noon Online

Managing sites

Wednesday February 22 9—11am Online

Databases

Access 2016

The basics

Thursday January 26 1:30—5pm Online

Wednesday March 22 5:30—8:30pm Online

Structuring & Relating Data

Thursday February 16 1—5pm Online

Wednesday April 12 5:30—8:30pm Online

Analyzing & modifying data with queries

Thursday February 23 1—5pm Online

Designing the database interface

Thursday March 2 1—5pm Online

Programming

Python

The basics

Friday April 7 9am—12:30pm Online

JavaScript & JQuery

Friday March 24 9am—12:30pm Online

SQL

Data retrieval

Monday February 20 1:30—5pm Online

Advanced data retrieval and data modification

Monday February 27 1:30—4:30pm Online

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.

Web development tools

HTML5 & CSS

The basics

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

Structuring Pages

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

Creating style for the web

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

Dreamweaver CC 2015: The basics

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

Cascade Server

Getting Started with the IU web framework

Wednesday	January 11	10—11:30am	Online
-----------	------------	------------	--------

Managing content

Wednesday	February 8	9am—noon	Online
-----------	------------	----------	--------

Managing sites

Wednesday	February 22	9—11am	Online
-----------	-------------	--------	--------

Photoshop CC 2015

The basics

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

Illustrator CC 2015

The basics

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

Graphics

Creating graphics for the web

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

Web programming

SQL

Data retrieval

Monday	February 20	1:30—5pm	Online
--------	-------------	----------	--------

Advanced data retrieval and data modification

Monday	February 27	1:30—4:30pm	Online
--------	-------------	-------------	--------

Cloud computing

Getting Started with the IU web framework

Wednesday	January 11	10—11:30am	Online
-----------	------------	------------	--------

Box: Access files, share, & collaborate from anywhere

Friday	January 27	10—11:30am	Online
--------	------------	------------	--------

How to run applications from the Cloud at IU using IUanyWare

Friday	February 3	10—11am	Online
--------	------------	---------	--------

Earn an IT Training Certificate

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 2106: 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



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



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

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 may be added throughout the semester.

 **Microsoft eLearning**

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

Learn more at:

ittraining.iu.edu/microsoftelearning

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

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

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



UIITS IT Training
2709 East 10th Street
Bloomington, IN 47408