

## Computer Courses for Faculty and Staff at University of Lethbridge - Fall 2016

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Information Technology, A/V Technologies, is offering hands-on and presentation style computer training for faculty and staff at the University of Lethbridge. These courses are offered at no charge for Faculty and Staff.

### **Introduction to Excel 2016**

In this course participants will learn to use a spreadsheet to perform basic calculations. After learning to enter and edit information the course covers various spreadsheet examples to help participants learn how to format spreadsheet information and print the worksheets. An overview of creating graphs is also covered.

Tuesdays – October 11 & 18 (1:00 – 3:00) [4 hr. total]

Location – AH-147

### **What's New in Windows 10**

This is a presentation class where participants will learn what the major changes are with Windows evolving from version 7 to 10. Ideas on making the transition smooth will be presented.

Tuesday – October 25 (1:00 – 3:00) [2 hr. total]

Location – AH-147

### **New in Acrobat DC**

This course covers the basic use of Acrobat Pro Document Cloud (DC). How to navigate the new interface and access the new features will be covered in this hands-on course.

Tuesday – November 1 (1:00 – 3:00) [2 hr. total]

Location – AH-147

### **Office 365 and OneDrive**

Learn what Office 365 is all about, how it is useful to you, and an overview of how to use it. Learn how to access data on OneDrive, the basics of file storage, sharing files with others, and how to access older versions of your files.

Tuesday – November 8 (1:00 – 3:00) [2 hr. total]

Location – AH-147

### **Yammer Overview**

Learn the features of our internal social networking tool Yammer. Learn what Yammer is, tips on use it, and acceptable use concepts.

Tuesday – November 15 (1:00 – 2:00) [1 hr. total]

Location – AH-147

### **Webex Overview - Hands-on Class**

Starting with an overview of what Webex is, participants will create their own conference using this enterprise audio and video conferencing tool.

Thursday – November 17 (1:00 – 3:00) [2 hr. total]

Location – B-515

### **Introduction to PowerPoint 201**

Learn to use this popular presentation program to build your own slide shows. Participants will see how easy it is to put text, pictures, sound and movies in their presentations and learn to run a show.

Tuesdays – November 22 – December 6 (1:00 – 3:00) [6 hr. total]

Location – AH-147

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For more information or to register please contact Information Technology, Solutions Centre (E-610 in U-Hall; (403) 329-2490 ) or email [help@uleth.ca](mailto:help@uleth.ca) indicating the classes you would like to register for.