

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

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

### **Outlook Tips and Tricks**

In this class we will look at Outlook as an Email client, how to use the Calendar, Contacts, and Tasks. Best practices and tips will be discussed.

Tuesday; June 7

10:00 – 12:00 in E648

### **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.

Thursday; June 9

10:00 – 12:00 in E648

### **Intermediate Excel 2013**

Participants will learn to work with named ranges, work with various categories of functions, set conditional formatting, create and manage links to other workbooks, use formula auditing, use what if analysis tools, pivot tables and learn how to share workbooks with others.

Thursdays; June 16, 23, & 30

10:00 – 12:00 in E648

### **Using OneNote 2013**

The Microsoft program OneNote helps you in note taking and gathering research information. Learn to take meeting notes, add web content to notes, store sound and video, and search for information.

Tuesdays; July 5 & 12

10:00 – 12:00 in E648

### **Building Acrobat DC Forms**

In this course participants will learn to design forms, create and edit form fields, secure forms, distribute and manage forms. It is recommended that participants have a good working knowledge of Adobe Acrobat Professional DC before taking this class.

Thursday; July 21

10:00 – 12:00 in E648

### **Introduction to Adobe Illustrator CC**

This is a beginner's course designed to provide an overview of Adobe Illustrator Creative Cloud. Participants will learn how to create and save documents, tips for working with the interface, using the tools, selecting basics, and editing vector images will be introduced.

Tuesday; July 26

10:00 – 12:00 in E648

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