

Computer Courses for Faculty and Staff at University of Lethbridge Summer 2015

Information Technology, Client Services, is offering presentation and hands-on computer courses for Faculty and Staff at the University of Lethbridge.

To register please email help@uleth.ca and indicate the courses you would like to register in.

These courses are offered at no charge for Faculty and Staff.

Introduction to Excel 2013

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.

Wednesday's – May 20 & 27 (10:00 – 12:00) [4 hr.]

Location – E-640

Introduction to OneNote 2013

See how to create digital notes, store them, and be able to search notes for information you need. Learn to create and use shared notebooks, add media content to notes, and run optical character recognition.

Wednesday's – June 3 & 10 (10:00 – 12:00) [4 hr.]

Location – E-640

Webex Overview

Starting with an overview of what Webex is, participants will see what is involved in using this enterprise audio and video conferencing tool. This demonstration presentation will cover what you need to know to get started using this collaboration tool.

Wednesday – June 24 (10:00 – 12:00) [2 hr.]

Location – Room E-640

Introduction to Premiere

This course will cover the basic skills required to make a computer movie using Adobe Premiere Pro creative cloud. This fast track overview is designed to teach participants how to make short movies that can be used in quick presentations and how to add the movies into a program like PowerPoint.

Wednesday's – July 8 & 15 (10:00 – 12:00) [4 hr.]

Location – Room E-640

Introduction to Audition

This course will cover the basic skills required to do basic audio editing using Adobe Audition creative cloud. This fast track overview is designed to teach participants how to edit audio that can be used in a program like PowerPoint.

Wednesday's – July 22 & 29 (10:00 – 12:00) [4 hr.]

Location – Room E-640