Computer Courses for Faculty and Staff at University of Lethbridge Spring 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.

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, February 4, 2015   [1 hr.]
10:30 a.m. to 11:30 a.m.
Location – Room E-640

Intermediate Word
Building on the information from the Introduction to Word course, this course covers creating a template, styles, columns, tables, merging, and graphics in Word.
Wednesday's – February 11 and March 4, 2015 [4 hr.]
10:00 a.m. to 12:00 noon
Location – Room E-640

Intermediate Excel 2010
Participants will learn to work with named ranges, more functions, dates and times, conditional formatting, goal seeking, scenarios, graphing, number format codes, Excel database features, data validation , creating a pick list, and pivot tables and charts.
Wednesday's – March 11, 25, and April 1, 2015 [6 hr.]
10:00 a.m. to 12:00 noon
Location – Room E-640

Acrobat 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 XI before taking this class.
Wednesday's – April 8 and 15, 2015 [4 hr.]
10:00 a.m. to 12:00 noon
Location – Room E-640