

Computer Courses for Faculty and Staff at University of Lethbridge Fall 2017

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.

The following courses will be offered this Fall semester in room E-648

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.

Wednesday – October 11 (1:00 – 3:00) [2 hr. total]

Wednesday – October 18 (1:00 – 3:00) [2 hr. total]

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.

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

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

Qualtrics Overview

In this course participants will learn the basics of using Qualtrics for survey building. In this hands-on class participants will learn to create and edit survey forms and learn some of the options available through the Qualtrics program.

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

Webex Overview

Starting with an overview of what Webex is participants will see what is involved in using this popular audio and video conferencing tool.

Wednesday – November 15 (1:00 – 3:00) [2 hr. total]

Using OneNote

The Microsoft program One Note is designed for better note taking and storing research information. Learn to take meeting notes, add web content to notes, and organize the information you use into one convenient place for easy access.

Wednesday – November 22 & 29 (1:00 – 3:00) [4 hr. total]

For more information or to register please contact Information Technology, Solutions Centre (403.329.2490) or email help@uleth.ca