

Computer Courses for Faculty and Staff at University of Lethbridge Fall 2019

Information Technology, Client Services, is offering presentation and hands-on computer courses free of charge for faculty and staff at the University of Lethbridge.

To register please go to the Service Portal at (<https://uleth.service-now.com/sp/> -> Request a Service -> A/V Technology -> ITS Training Registration). Alternatively, email help@uleth.ca and indicate the courses you would like to register in.

The following courses will be offered in room **AH-147** except Mac Basics (room, B-516)

On Tuesdays from 2:00 PM to 4:00 PM

And on Friday's from 1:00 PM to 3:00 PM

Webex Overview

Starting with an overview of what Webex is, participants will learn to create their own conference using this enterprise audio and video conferencing tool. This class is a demonstration class and will cover what you need to know to get started using this collaboration tool. Using Webex for phone conferencing is also covered.

Tuesday class; October 8

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 smoothly along with tips & tricks will be presented.

Tuesday class; October 15

Microsoft Teams Overview

Learn to use the basic features of Microsoft Teams. This cloud-based team collaboration software is part of the Office 365 suite of applications for business messaging, calling, video meetings and file sharing.

Tuesday class; October 22

What's New in Acrobat DC

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

Tuesday class; November 5

Cloud Storage & Sharing

Learn how to store and retrieve data on OneDrive and Google drive. The basics of sharing files with others, and how to access older versions of your files will be demonstrated.

Tuesday class; November 12

Mac Basics

Tips and tricks for working with the Macintosh operating system as well as learning how to make common changes to system preferences will be covered.

Tuesday class; November 19

Microsoft Publisher Quick Layout

Take advantage of built-in templates in Publisher to quickly layout attractive posters and brochures. The basics of using the program and understanding desk top publishing techniques will be covered.

Tuesday class; November 26

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.

Friday class days (2); October 11 & 18

Intermediate Excel 2016

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.

Friday class days (3); October 25, November 1 & 8

OneNote 2016

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

Friday class days (2); November 15 & 22

PowerPoint Presentations

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.

Friday class days (2); November 29 & December 6

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