

Computer Courses for Faculty and Staff at University of Lethbridge Spring 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 email help@uleth.ca and indicate the courses you would like to register in.

The following courses will be offered this Spring semester in room **AH-147** from 10:00 a.m. to 12:00

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.

Wednesdays – February 20, 27 & March 6 [6hr.total]

OneNote 2016

The Microsoft program OneNote 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, and search for information in the OneNote database.

Wednesdays – March 13 & 20 [4 hr. total]

PowerPoint 2016

Learn to use this popular presentation program to build your own slide shows. Participants will learn to put text, pictures, sound and movies in their presentations and learn options for running a show.

Wednesdays – March 27, April 3, 10 [6 hr. total]

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