

Computer Courses for Faculty and Staff at University of Lethbridge Spring 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 Spring semester in room AH-147:

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.

Tuesday – March 7 (1:30 – 3:30) [2 hr. total]

Introduction to Excel

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 data and information on printing a worksheet.

Tuesday – March 14 (1:30 – 3:30) [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.

Tuesday's – March 21 & 28 (1:30 – 3:30) [4 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.

Tuesday – April 4 (1:30 – 3:30) [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.

Tuesday – April 11 (1:30 – 3:30) [2 hr. total]

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