

## Computer Courses for Faculty and Staff at University of Lethbridge Spring 2018

---

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](mailto:help@uleth.ca) and indicate the courses you would like to register in.

The following courses will be offered this Spring semester in room E-648 in U-Hall.

---

### **Service Now Overview**

The University of Lethbridge Information Technology department is using “Service Now” as a work order system. If technology you currently have is not working, if you would like to request an Information Technology service, if you are looking for technology information on how to do something, or if you would like to read or discuss technology information there is a Community Forum. Learn to access these services through the new portal system.

Wednesday – February 7 (10:00 – 12:00) [2 hr.]

### **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.

Wednesdays – February 14 & 21 (10:00 – 12:00) [4hr.]

### **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 28, March 7 & 14 (10:00 – 12:00) [6hr.]

### **Using 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 21 & 28 (10:00 – 12:00) [4 hr.]

### **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 – April 4 (10:00 – 12:00) [2 hr.]

### **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. Learn what you need to have a conference, how to connect, and how to record a meeting.

Wednesday – April 11 (10:00 – 12:00) [2 hr.]

---

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