

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

Information Technology, Client Services is offering presentation and hands-on computer courses which are at no cost 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 classes will be offered this Summer semester in room E-646:

What is New in Windows 10

This is a presentation class where participants will learn what the major changes are with Windows evolving from Windows version 7 to Windows version 10. Tips on making the transition smoothly will be demonstrated and discussed.

Wednesday – May 24 (1:00 – 3:00) [2hr.]

Wednesday – May 31 (1:00 – 3:00) [2hr.]

Wednesday – July 26 (1:00 – 3:00) [2hr.]

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

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 data and information on printing a worksheet.

Wednesday's – June 7 & 14 (1:00 – 3:00) [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.

Wednesday's – June 21, 28 & July 5 (1:00 – 3:00) [6hr.]

PowerPoint 2016

Learn to use this popular presentation program to build your own slide shows. Participants will see how to build a show, put text, pictures, sound and movies in their presentations and learn to run a show. Introductory and intermediate materials will be covered.

Wednesday's – July 12 & 19 (1:00 – 3:00) [6hr.]

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