

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 <u>9:00-11:00</u> Excel I: The Fundamentals	29 <u>9:00-11:00</u> Excel II: Tables & Charts	30 <u>9:00-11:00</u> Excel III: Conditional Formatting	31 <u>9:00-11:00</u> Excel IV: PivotTables	1	2
3	4	5 <u>12:00-2:00</u> Project I: Launching a Project <u>2:00-4:00</u> Acrobat: Build Documents	6	7 <u>12:00-2:00</u> Project II: Managing a Project <u>2:00-4:00</u> Acrobat: Build Forms	8	9
10	11 <u>9:00-11:00</u> Photoshop I: The Fundamentals	12 <u>9:00-11:00</u> Photoshop II: Adjustments	13 <u>9:00-11:00</u> Photoshop III: Layers & Masks <u>1:00-3:00</u> Access I: Database Design	14 <u>9:00-11:00</u> Photoshop IV: Retouching	15 <u>1:00-3:00</u> Excel I: The Fundamentals	16
17	18 <u>9:00-11:00</u> HTML I: Intro to HTML	19 <u>9:00-11:00</u> HTML II: Intro to CSS	20 <u>9:00-11:00</u> HTML III: Webpage Structure <u>1:00-3:00</u> Access II: Tables & Queries	21 <u>9:00-11:00</u> HTML IV: Build a Webpage	22 <u>1:00-3:00</u> Excel II: Tables & Charts	23
24	25 <u>9:00-11:00</u> SPSS I: Managing Data	26 <u>9:00-11:00</u> SPSS II: Basic Statistics	27 <u>9:00-11:00</u> SPSS III: Building Charts <u>1:00-3:00</u> Access III: Forms & Reports	28 <u>9:00-11:00</u> SPSS IV: Programming	29 <u>1:00-3:00</u> Excel III: Conditional Formatting	30



COURSE DESCRIPTIONS

Access I - IV - This four part course introduces attendees to Access 2013, including: how to work with data in Access, how to create tables & queries, how to manipulate data in forms & reports, and how to manage a database. Attendance at all four sessions is recommended but not required.

Acrobat I - II - This two part course introduces attendees to Adobe Acrobat Pro XI and teaches attendees how to create and edit PDFs as well as build and manage PDF forms. Attendance at both sessions is recommended but not required.

Excel I - IV - This four part course introduces attendees to Excel 2013, including: how to insert and format data, how to work with formulas and functions, how to build tables and charts, how to effectively use conditional formatting, and how to use PivotTables. Attendance at all four sessions is recommended but not required.

HTML I - IV - This four part course introduces attendees to building websites using HTML & CSS, including: how to properly use HTML syntax to structure your webpage and how to employ CSS to add design and control page layout. Part four is a practice session where attendees will be asked to construct a webpage. Attendance at all four sessions is recommended but not required.

Photoshop I - IV - This four part course introduces attendees to Photoshop CS6, including: how to work with digital images, how to manipulate a photo using adjustments, how to employ layers & masks, and how to retouch portraits. Attendance at all four sessions is recommended but not required.

Project I - II - This two part course explores the Microsoft Project 2010 project management software, including: how to launch a project and set its schedule, how to add and edit tasks and resources, and how to manage a project. Attendance at both sessions is recommended but not required.

SPSS I - IV - This four part course introduces attendees to SPSS, including: how to import and manage data, how to calculate basic descriptive and inferential statistics, how to create and format charts, and how to develop command programs using SPSS syntax. Attendance at all four sessions is recommended but not required.

CLASS CALENDAR

SEPTEMBER
2017

HOW TO REGISTER

I. VISIT THE TECHNOLOGY TRAINING WEBSITE AT:

LIBRARIES.UH.EDU/TRAINING

II. FOLLOW THE "TRAINING CALENDAR" LINK TO VIEW CURRENT CLASSES AND TO REGISTER

III. SELECT YOUR COURSE

IV. REGISTER USING YOUR COUGARNET ACCOUNT

All classes are held in the Technology Training Lab located in room 106-P on the first floor of the MD Anderson Library.

Registration is required and limited to 12 attendees per course.

CONTACT US

PHONE/CHAT/EMAIL

INFO.LIB.UH.EDU/HELP/CONTACT-US

TECHNOLOGY
TRAINING
@ UH LIBRARIES