

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8 10:00-12:00 Acrobat: Build Documents	9	10 10:00-12:00 Acrobat: Build Forms	11	12
13	14 1:00-3:00 Photoshop I: The Fundamentals 5:00-7:00 InDesign I: The Fundamentals	15	16 10:00-12:00 Excel I: The Fundamentals 1:00-3:00 Photoshop II: Adjustments 5:00-7:00 InDesign II: Graphic Elements	17	18	19
20	21	22 1:00-3:00 HTML I: Intro to HTML	23 10:00-12:00 Excel II: Tables & Charts	24 1:00-3:00 HTML II: Intro to CSS	25 10:00-12:00 Intro to 3D Printing	26
27	28 10:00-12:00 Excel III: Conditional Formatting 1:00-3:00 Photoshop III: Layers & Masks 5:00-7:00 InDesign III: Design Elements	29 1:00-3:00 HTML III: Webpage Structure	30 10:00-12:00 Excel IV: PivotTables 1:00-3:00 Photoshop IV: Retouching 5:00-7:00 InDesign IV: Multipage Publications	31 1:00-3:00 HTML IV: Build a Webpage	1	2

COURSE DESCRIPTIONS

Acrobat: Build Documents - Adobe Acrobat makes it extremely easy to create and manage PDF documents. This course explores the Acrobat program and teaches attendees how to create and merge PDFs, edit documents, and use tools such as review, annotate, and redact.

Acrobat: Build Forms - Adobe Acrobat is a powerful tool for creating and distributing PDF forms to collect and manage business information. This class explores the Acrobat program and teaches attendees how to create PDF forms from templates, build forms by hand, add and control form fields, and distribute forms to collect results.

Excel I - IV - This four part course introduces attendees to Excel 2013, including: how to insert and format data, how to work with formulas, 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.

InDesign I - IV - This four part course introduces attendees to InDesign CS6, including: how to create publications for print and web applications, how to insert and manage text, how to personalize a publication with images, and how customize color and style. Attendance at all four sessions is recommended but not required.

Intro to 3D Printing - This course introduces 3D printing and how this technology is continuing to shape the modern world. Attendees will learn the basics of 3D design and printing, get hands-on experience designing 3D keychains using Tinkercad, and participate in a demonstration of the library's 3D printers.

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.

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

LIBRARIES.UH.EDU/CONTACT

CLASS CALENDAR

JANUARY 2019