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**10:00-12:00**

**Acrobat: Build Documents**

**10:00-12:00**

**Excel I: The Fundamentals**

**1:00-3:00**

**Photoshop I: The Fundamentals**

**5:00-7:00**

**InDesign I: The Fundamentals**

**10:00-12:00**

**Build a Better Resume**

**10:00-12:00**

**Excel II: Tables & Charts**

**1:00-3:00**

**Photoshop II: Adjustments**

**5:00-7:00**

**InDesign II: Graphic Elements**

**10:00-12:00**

**Building Poster Presentations**

**10:00-12:00**

**PowerPoint I: Effective Presentations**

**1:00-3:00**

**HTML I: Intro to HTML**

**10:00-12:00**

**PowerPoint II: Inserting Media**

**1:00-3:00**

**HTML II: Intro to CSS**

**10:00-12:00**

**PowerPoint III: Animations**

**1:00-3:00**

**HTML III: Webpage Structure**

**5:00-7:00**

**InDesign III: Design Elements**

**10:00-12:00**

**PowerPoint IV: Collaboration Tools**

**1:00-3:00**

**HTML IV: Build a Webpage**

**10:00-12:00**

**Excel III: Conditional Formatting**

**1:00-3:00**

**Photoshop III: Layers & Masks**

**5:00-7:00**

**InDesign III: Design Elements**

**10:00-12:00**

**Excel IV: PivotTables**

**1:00-3:00**

**Photoshop IV: Retouching**

**5:00-7:00**

**InDesign IV: Multipage Publications**
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.

Build a Better Resume - This course will teach attendees how to make their resume stand out in an ever-evolving job market. Attendees are highly encouraged to bring a copy of their current resume with them.

Building Poster Presentations - This class provides attendees with some helpful tips and tricks to designing effective and engaging posters for academic or research presentations. This class discusses the creation of posters using Microsoft Publisher 2013.

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.

PowerPoint I - IV - This four part course introduces attendees to PowerPoint 2013, including: how to build an effective presentation, how to insert and manage multimedia, how to apply unique animations, and how to work collaboratively on PowerPoint projects. Attendance at all four sessions is recommended but not required.

CONTACT US

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.

How to Register