<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td></td>
<td></td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>28</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Sun 29**
  - Closed for Memorial Day

- **Mon 30**
  - Closed for Memorial Day

- **Tue 1**
  - 9:00-11:00: SPSS III: Building Charts
  - 1:00-3:00: Excel III: Conditional Formatting

- **Wed 2**
  - 9:00-11:00: Photoshop IV: Retouching
  - 4:00-6:00: Photoshop IV: Retouching

- **Thu 3**
  - 9:00-11:00: SPSS IV: Programming
  - 1:00-3:00: Excel IV: PivotTables

- **Fri 4**
  - 10:00-12:00: Intro to 3D Printing

- **Sat 5**
  - Closed for Memorial Day

- **Tue 8**
  - 9:00-11:00: Google Docs
  - 2:00-4:00: InDesign I: The Fundamentals

- **Wed 9**
  - 11:00-1:00: Excel II: Tables & Charts
  - 2:00-4:00: Premiere Pro I: The Fundamentals

- **Thu 10**
  - 9:00-11:00: Google Forms
  - 2:00-4:00: InDesign II: Graphic Elements

- **Fri 11**
  - Closed for Memorial Day

- **Sat 12**
  - Closed for Memorial Day

- **Mon 15**
  - 11:00-1:00: Excel I: The Fundamentals

- **Tue 16**
  - 9:00-11:00: Project I: Launching a Project
  - 2:00-4:00: InDesign III: Design Elements

- **Wed 17**
  - 11:00-1:00: Excel IV: PivotTables
  - 2:00-4:00: Premiere Pro II: Effects & Marking

- **Thu 18**
  - 9:00-11:00: Project II: Managing a Project
  - 2:00-4:00: InDesign IV: Multi-page Publications

- **Fri 19**
  - Closed for Memorial Day

- **Sat 22**
  - Closed for Memorial Day

- **Mon 23**
  - 11:00-1:00: Acrobat: Build Documents

- **Tue 24**
  - 9:00-11:00: Make the Most of Office 365
  - 2:00-4:00: Premiere Pro III: Advanced Editing

- **Wed 25**
  - 11:00-1:00: Acrobat: Build Forms
  - 2:00-4:00: Photoshop II: Adjustments
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

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, and how to effectively use conditional formatting, and how to use PivotTables. Attendance at all four sessions is recommended but not required.

GMAIL DOCS - This course will explore the powerful collaboration tools available via Google Docs. Attendees will learn how they can share, create, and edit documents collaboratively with group members or co-workers.

GMAIL FORMS - This course will explore the survey and data collection tools available via Google Forms. Attendees will learn how to create and design Google forms, how to share those forms for data collection, and how to view and export results.

INDesign I - IV - This four part course introduces attendees to Pathfinder CS6, including: how to create publications for print and web, how to customize a publication with graphics and design, and how to organize multi-page publications. 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.

MAKE THE MOST OF OFFICE 365 - This tutorial course will introduce attendees to some of the more useful features of Microsoft Office 365. Learn how this powerful suite of apps can make your work, and life, easier to manage and how Office 365 can replace some of the well-known features of Google. Attendees should bring their Cougarnet account info and password to class.

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.

PREMIERE PRO I - III - This three part course introduces attendees to Premiere Pro CS6, including: how to edit and export videos using the Premiere Pro interface, how to add simple video effects, how to solve common video issues, and how to insert text and graphics. Attendance at all three 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.