

Fall 2009

Computer Training Opportunities

Information Technology offers instructor-led computer software training for UW employees. Classes are open to all **UW faculty and staff members**. All instructor-led workshops are held in the **[new Information Technology Center](#)**, with one person per computer.

If you are interested in attending one of the training courses listed, you can reserve a seat by sending an IDR or personal check to **IT - Client Support Services**, Information Technology Center, Room 104. Please include the participant's name as well as the name and number of the training course.

The training schedule can also be viewed online at www.uwyo.edu/InfoTech/training

Instructor-Led Workshops		FREE!	Consultations/ Self-Paced Training
Microsoft Office 2007	Adobe Creative Suite 4	Group Presentations/Demonstrations	
* Access 2007	* InDesign CS4	* Computer Security	SPT Videos:
* Excel 2007	* Photoshop CS4	* Web Content Management	* MS Office 2007
* Outlook 2007	* Acrobat 9.0	* Office 2007 New Features	* Adobe CS3
* PowerPoint 2007	Other Microsoft products	* TrueCrypt Data Encryption	* MS Office 2003
* Word 2007	* Project 2007	* UW Survey Tool	
* Microsoft Vista	* Publisher 2007		FREE Consultations

**Morning classes are from 8:30-11:30a.m. – afternoon classes are from 1:30-4:30p.m. (unless otherwise noted)*

Course Name & Course Description	Date & Time	Cost
Access 2007		
New Features of Access 2007 – this course explores many of the new features found in Access 2007. Topics include new data and field types, finding and filtering, new query features, forms and reports, data collection by email, and customizing the navigation pane.	Currently not scheduled – request it by sending an email to computer.training@uwyo.edu	\$25.00
Introduction to Access 2007 – this introductory level class will provide basic skills in Access 2007. Topics include creating and modifying tables, finding and filtering data, creating relationships, using simple queries, and creating basic forms and reports.	Tue & Thu 9/15 & 9/17 am (#200909151) *2 sessions*	\$40.00
Queries in Access 2007 – this intermediate level course will provide in-depth information on queries. The participant either should have taken the intro class, or have experience using Access. Topics include creating simple queries, modifying results, creating calculated fields, creating Function and Parameter queries, filtering, creating Action queries, and using Advanced query wizards.	Thu 10/8 am (#200910081)	\$25.00
Forms & Reports in Access 2007 – this intermediate level course will provide in-depth information on creating forms and reports. Topics include creating basic forms and reports, creating option groups, adding headers and footers, creating summaries, using subforms and subreports, changing control properties, and creating command buttons.	Wed & Fri 11/4 & 11/6 am (#200911041) *2 sessions*	\$40.00
Advanced Features of Access 2007 – this advanced class will help the user customize and better manage their Access database. Topics include setting field properties, using the Table Analyzer wizard, working with indexes, importing and data, compacting and backing up databases, exporting data to Excel and Word, and creating and working with macros.	Tue & Thu 12/1 & 12/3 am (#200912011) *2 sessions*	\$40.00

Fall 2009

Excel 2007		
<p>New Features of Excel 2007– this course explores many of the new features found in Excel 2007.</p> <p>Topics include new features of: conditional formatting, pivot tables, tables, formulas, sorting and filtering, and charts.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Introduction to Excel 2007 – this introductory level class teaches the basic functions and features in Excel 2007.</p> <p>Topics include basic workbook skills, ranges, creating formulas, copying and moving data, working with columns and rows, page setup, and printing.</p>	Wed & Fri 10/7 & 10/9 am (#200910071) *2 sessions*	\$40.00
<p>Formatting in Excel 2007 – this beginner level class will provide further introductory instruction in Excel 2007.</p> <p>Topics include formatting numbers, text, and cells, using automatic formatting styles, creating conditional and custom formats, using templates, using worksheet protection, and using paste special.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Charts and Objects in Excel 2007 – this intermediate level class will focus on the graphics capabilities within Excel 2007.</p> <p>Topics include drawing objects, using effects on objects, using autoshapes and diagrams, and creating, editing, formatting, and modifying charts.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Managing Data in Excel 2007 – this intermediate level class will focus on features useful when working with data lists in Excel.</p> <p>Topics include managing data, working with databases, working with the data form, using AutoFilter, and working with advanced filters.</p>	Thu 10/22 am (#200910221)	\$25.00
<p>Managing Worksheets & Workbooks in Excel 2007 – this intermediate level course teaches students how to use multiple worksheets and workbooks efficiently.</p> <p>Topics include importing and exporting data, using auditing tools, consolidating worksheets, working with multiple worksheets, managing worksheets, using and sharing workbooks, and managing files.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$40.00
<p>Pivot Tables in Excel 2007 - This intermediate/advanced level course will provide in-depth information on creating, managing and effectively using Pivot Tables in Excel.</p> <p>Topics include creating pivot tables, modifying results, creating interactive pivot tables which automatically extract, organize, and summarize data.</p>	Tue 11/10 pm (#200911102)	\$25.00
<p>Advanced Features of Excel 2007 – this course builds on the skills and concepts taught in all previous Excel 2007 classes.</p> <p>Topics include working with Comments, working with Outlines, working with Data Series, creating and using PivotTables, managing worksheets, and customizing Excel preferences.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$40.00
<p>Intro to Macros in Excel 2007 – students will learn the basics of creating and running macros.</p> <p>Topics include recording and editing macros, working with the Personal Macro workbook, debugging macros, and creating macro buttons.</p>	Thu 11/12 pm (#200911122)	\$25.00
<p>Excel Macros/Visual Basic for Applications – this class will build on concepts learned in the Intro to Macros class and delve into using Visual Basic for Applications to create, run, and edit macros.</p> <p>Topics include developing macros to format worksheets, creating an interactive worksheet, working with multiple worksheets, and creating user-defined functions.</p>	Wed & Fri 11/18 & 11/20 am (#200911181) *2 sessions*	\$45.00

Fall 2009

Outlook 2007		
<p>New Features of Outlook 2007 – this course explores many of the new features found in Outlook 2007.</p> <p>Topics include exploring the new Outlook interface, new email features, organizing Outlook items, and new calendar and contact features.</p>	Currently not scheduled – request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Introduction to Outlook 2007 – this introductory class will look into the basics of Outlook.</p> <p>Topics include using Outlook messaging, managing messages, working with Outlook components and Office documents, organizing Outlook items, and customizing Outlook views.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Using Features of Outlook 2007 – this class will look into the additional features in Outlook.</p> <p>Topics include scheduling with the Calendar, managing Meetings, managing Contacts, working with Tasks, using the Journal, and working with Notes.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Managing and Organizing Data in Outlook 2007 – students will learn how to use some of the Outlook organizational features.</p> <p>Topics include organizing messages and Outlook items, using the Rules Wizard, working with folders, and customizing the Navigation Pane.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Outlook 2007 Tips and Tricks– this 90-minute intermediate level course will cover a variety of topics to help participants use Outlook more efficiently.</p> <p>Topics include organizing messages, using Categories, using the Query Builder, working with Rules, working with folders, and managing meetings.</p>	Tue 10/20 am (#200910201)	\$15.00

[↑ Back to top ↑](#)

PowerPoint 2007		
<p>New Features of PowerPoint 2007– this course explores many of the new features found in PowerPoint 2007.</p> <p>Topics include exploring the new interface, using SmartArt, inserting a Photo Album, enhancing slide layout, enhancing tables and charts, and sharing your presentation.</p>	Currently not scheduled – request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Crash Course in PowerPoint– this course will touch on a little bit of everything you need to know to work with PowerPoint 2007.</p> <p>Topics include exploring PowerPoint, presentation skills, editing and proofing text, formatting presentation text, using graphics images and drawing objects, using SmartArt, applying special effects, creating a custom slide show, creating a photo album, and customizing your presentation.</p>	Currently not scheduled – request it by sending an email to computer.training@uwyo.edu	\$40.00
<p>Enhancing Your Presentation in PowerPoint 2007 – this course will explore customizing your presentation in PowerPoint 2007.</p> <p>Topics include formatting presentation text, using graphics images and drawing objects, creating and editing charts, creating a photo album, and customizing your presentation.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Advanced Features of PowerPoint 2007 – this course builds on the concepts presented in the previous PowerPoint courses.</p> <p>Topics include using SmartArt, applying special effects, creating a custom slide show, sharing the presentation, editing presentation and handout masters, and exporting handouts and slides.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00

[↑ Back to top ↑](#)

Fall 2009

Word 2007		
<p>New Features of Word 2007 – this course explores many of the new features found in Word 2007.</p> <p>Topics include new spell checker features, new style features, formatting with themes, quick parts, SmartArt, working with charts, new mail merge features, creating forms, and working with revisions and comments.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Introduction to Word 2007 – this course presents the basic functions and features of Word 2007.</p> <p>Topics include exploring word, document skills, document views, text editing, character and paragraph formatting, document formatting, using the research task pane, and printing.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Editing in Word 2007 – this class will provide further introductory instruction in Word 2007.</p> <p>Topics include basic text editing, checking spelling and grammar, using AutoCorrect, using Find and Replace, and customizing Word preferences.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Formatting in Word 2007 – this course will focus on formatting issues in Word 2007.</p> <p>Topics include using character and paragraph formatting, working with newsletter-style columns, section breaks, setting tabs, indenting paragraphs, working with lists, headers and footers, and Quick Parts.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$40.00
<p>Tables & Forms in Word 2007 – This course covers tables and creating forms in Word 2007.</p> <p>Topics include working with tables, editing a table, sorting table data, using formulas in tables, creating forms, and protecting documents.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Graphics in Word 2007 – this course builds on skills and concepts from previous classes.</p> <p>Topics include inserting dates and symbols, applying borders and shading, working with drawing objects, inserting graphics, SmartArt, and using charts.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Mail Merge in Word 2007 – this class focuses on creating and editing a mail merge in Word 2007.</p> <p>Topics include creating a mail merge, sorting and filtering a recipient list, creating an email merge, creating a mail merge for labels and directories.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$25.00
<p>Working with Reference Documents in Word 2007 – this course will cover creating and working with reference documents.</p> <p>Topics include working with comments and revisions, creating a table of contents and index, creating captions, creating citations and bibliographies, creating bookmarks, working with headers and footers, and creating master documents.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$40.00
<p>Crash course in Word – this course will touch on a little bit of everything you need to know to work with Word 2007.</p> <p>Topics include document formatting, using templates and wizards, using mail merge, setting tabs, bulleted lists, headers and footers, graphic objects, working with tables, and using forms.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$40.00

[↑ Back to top ↑](#)

Fall 2009

Microsoft - Other		
<p>Microsoft Project 2007 – students will learn how to create and manage projects using Microsoft Project 2007.</p> <p>Topics include project basics, working with tasks, making adjustments to tasks, outlining tasks, working with views, working with resources, working with calendars, adjusting resources, assigning costs, and working with the Critical Path.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$40.00
<p>Microsoft Publisher 2007 – in this course, students learn how to create and modify publications with Microsoft Publisher 2007.</p> <p>Topics include creating basic publications, creating multi-page publications, layout design techniques, and finalizing documents.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$40.00
<p>Microsoft Expression Web – Unleash your creative ideas and bring your Web sites to life with sophisticated CSS design features.</p> <p>Topics include getting started with Expression Web, Designing the layout of a website, adding content to a website, working with links, and adding interactivity.</p> <p>* If you need to manage your UW departmental website, please see the Web Content Management Class.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$40.00
<p>Microsoft Windows Vista: New Features – Confused by the new look and feel of Windows Vista? This 90-minute workshop will cover many of the new features of the Microsoft Vista operating system.</p> <p>Topics include working with the Vista environment, organizing content, and customization and security.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$15.00

[↑ Back to top ↑](#)

Fall 2009

Adobe CS4		
<p>Adobe Acrobat Professional 9.0 – In this course, students will use Adobe Acrobat 9 to make their information more portable, accessible, and useful to meet the needs of their target audience.</p> <p>Topics include working with PDF documents, using the Acrobat interface, creating PDF documents from files, organizing PDF documents, adding bookmarks and hyperlinks, creating articles, using text tools, and working with comments.</p>	Thu 9/24 am (#200909241)	\$25.00
<p>Adobe Acrobat Forms - In this 3-hr course, students will use Adobe LiveCycle Designer to create interactive PDF forms that can be distributed via email, filled out, and submitted electronically. You can then collate the feedback quickly and efficiently.</p>	Thu 10/15 am (#200910151)	\$25.00
<p>Adobe InDesign CS4 Level 1 – in this course students will work with some of the tools and features to create eye-catching printed documents using InDesign CS4.</p> <p>Topics include formatting text and working with text frames, creating and transforming objects, working with colors, gradients and strokes, using frames for special effects, and creating, editing, and formatting tables.</p>	Tues & Thu 9/29 & 10/1 am (#200909291) *2 sessions*	\$40.00
<p>Adobe InDesign CS4 Level 2 – this course will cover using the advanced features of InDesign CS4 to create and design documents.</p> <p>Topics include modifying page layout and using masters, creating and manipulating layers, working with text layout, style options, creating books with tables of contents and indexes, working with PDF documents, and working with print options.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$40.00
<p>Adobe Photoshop CS4 Level 1 – in this course students will learn to use the several tools and features of Photoshop CS4 to work with images.</p> <p>Topics include exploring the Photoshop environment, working with image areas, working with layers, working with selections, enhancing images, and modifying photographs.</p>	Tue & Thu 10/13 & 10/15 pm (#200910132) *2 sessions*	\$40.00
<p>Adobe Photoshop CS4 Level 2 – this course will cover the skills to enhance your ability to work with images.</p> <p>Topics include masking and clipping layers, masking with vector paths, enhancing photographs, creating special effects, and automating tasks.</p>	Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu	\$40.00

↑ [Back to top](#) ↑

Fall 2009

To register for any of the FREE seminars and/or to check class availability, please send an email to computer.training@uwyo.edu

FREE Training/Seminar Opportunities		
<p>CSI: UW Computer Security Seminar – this computer security seminar will discuss passwords, viruses, spyware, hacking, phishing as well as physical and system security precautions. Come and learn about the best practices to improve security in the workplace and at home, as well as how to protect yourself from identity theft.</p>	<p>Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu</p>	<p>FREE!</p>
<p>Web Content Management: Level 1– Want to learn more about managing your departmental website using UW’s new Web Content Management System? This class will give you hands on experience adding links, content, and changing the existing content. A step-by-step ‘how to’ with definitions on the options available in the Web content Management System.</p>	<p>Wed 9/16 1:00pm (#200909162b)</p>	<p>FREE!</p>
	<p>Tue 10/27 8:30am (#200910271a)</p>	
<p>Web Content Management: Level 2- Want to learn even more about managing your departmental website using UW’s new Web CMS? This class is a more advanced look into the software and includes topics such as creating newsletters, custom content pages, and customizing the side navigation links.</p>	<p>Tue 10/6 1:00pm (#200910062a)</p>	<p>FREE!</p>
<p>Office 2007 New Features – thinking about upgrading to Microsoft Office 2007? This 90-minute seminar will present an overview of the new features of each of the programs in Office 2007. The seminar will take place in our training lab so the student can try out the features during the seminar.</p>	<p>Currently not scheduled – but you can request it by sending an email to computer.training@uwyo.edu</p>	<p>FREE!</p>
<p>TrueCrypt encryption software – TrueCrypt is a software system which helps you protect sensitive data by maintaining an encrypted data storage area on your computer. No data stored in an encrypted area can be read without using the correct password and encryption keys. If you store sensitive data, you should consider using data encryption. You can bring in and encrypt a storage device on your laptop, or test it on a lab machine before encrypting your computer.</p>	<p>Fri 9/18 9:00am (#200909181)</p>	<p>FREE!</p>
	<p>Fri 12/4 9:00am (#200912041)</p>	
<p>UW Survey Tool – Learn how to use UW’s free online survey tool to conduct your next survey or class evaluation. This 90-minute seminar will present an overview to the survey tool and will be located in our training lab so you can begin creating surveys in class.</p>	<p>Tue 9/30 3:00pm (#200909302b)</p>	<p>FREE!</p>
	<p>Thu 11/12 8:30am (#200911121a)</p>	

↑ [Back to top](#) ↑

To register for any of the FREE seminars and/or to check class availability, please send an email to computer.training@uwyo.edu

Fall 2009

One-on-One Consultations/Self-Paced Training

For people who prefer to go through training at their own pace, need training in advanced topics, or have specific problems or projects, Information Technology offers **FREE** self-paced training and consulting opportunities.

Self-paced training videos available for the Microsoft Office 2007 programs:

- * Access 2007
- * Excel 2007
- * Outlook 2007
- * PowerPoint 2007
- * Publisher 2007
- * Word 2007
- * Microsoft Windows Vista

Self-paced training videos for Microsoft Office 2003:

- * Access 2003
- * Excel 2003
- * Outlook 2003
- * PowerPoint 2003
- * Word 2003

We now have self-paced training videos for Adobe Creative Suite 3:

- * Dreamweaver CS3
- * Flash CS3
- * Illustrator CS3
- * Photoshop CS3

A complete list of our computer-based training materials and the lab schedule can be found at <http://www.uwyo.edu/InfoTech/Training/selfpace.asp>. If one of the times posted doesn't fit your schedule, please email computer.training@uwyo.edu to make arrangements for an alternate time.

If you have a specific problem you'd like help with, our trainers are available to help you with **free one-on-one consulting sessions!**

Call Client Support Services at **766-3686** or send email to computer.training@uwyo.edu to reserve a time for the self-paced training program, or to make an appointment for one-on-one consulting.

[↑ Back to top ↑](#)