IT Training STEPS Ahead
FALL 2013

Simplifying Technology, Enhancing Productivity and Skills

NEW THIS FALL

Face-to-Face Workshops and EdCerts
Office workshops taught in Office 2013
User-Centered Web Design & Usability Testing
 Automating Administration with Powershell 3.0
 Developing Microsoft SQL Server 2012 Databases

Online Series
Integrating Office Applications
Effective Presentations
Collaboration Tools at IU
Oncourse and next.iu.edu
Photoshop Tips and Video Production

and more!
NEW ONLINE WORKSHOPS AND WEBINARS
We are offering a number of new online series this fall. See more information on next page and full schedule on pp. 6-7

OFFICE WORKSHOPS ARE IN 2013
Workshops in Microsoft Office applications will be taught using Office 2013 this fall. You can still request 2010 workshops or download 2010 materials from our web site if you prefer.

KEEP LEARNING WITH LYNTA!
IU’s license agreement with lynda.com was extended through June, 2016, giving IU students, faculty and staff 3 years of additional access to this award-winning video-based training. In addition, you can now track your course history, earn certificates, create and share playlists of favorite courses, bookmark your favorite courses, movies, or even specific points in movies, and more. Take our webinar Personalize your Learning with lynda.com to learn how to take advantage!

For more information and to register, see:

http://lynda.iu.edu

PARKING ON THE BLOOMINGTON CAMPUS
Please allow extra time for parking this fall as new construction at the Library is making parking a challenge. Anyone may park in a campus pay parking garage or at a pay meter without a permit. The closest pay garage to the library is the 11th Street and Fee Lane parking garage. All campus parking spaces except for the pay lots and metered spaces require that your vehicle be registered with the university.

NOTE ON DISCOUNTED PAY PARKING
If you pay to park in the 11th Street and Fee Lane parking garage to attend a workshop in the library, stop by the Support Center in the Library and they will stamp your parking ticket which will keep your parking fee to $5 or less.

STAY IN TOUCH
Technology is changing fast and IT Training wants to help you keep on top of it. Take advantage of our communication services to keep yourself up to date. Here’s what we offer:

- **it2go** – Our monthly enewsletter and podcast with the latest technology and training news
- **IT Training Tips** – Our blog of short training articles and videos. Subscribe via RSS or follow the blog via Twitter or Facebook and get new articles delivered as soon as they are posted.
- **Twitter and Facebook** – Follow us to keep up with the most current training news.

For more information, see the Stay Connected section of our web site at:

http://ittraining.iu.edu
NEW ONLINE SERIES THIS FALL

IT Training is excited to announce several new webinar and workshop series to help you grow your skills in depth across a range of technologies. Choose from the following:

Using Oncourse at IU
Learn the core features of Oncourse from the instructor or student perspective, then dive in deeper with more recently introduced features like ePortfolio, eText and the CN. Also learn how to use Oncourse for collaboration.
Fridays, Aug. 23 to Sept. 27, from noon-1pm

Integrating Your Office Applications
Learn how to get the most out of Office by taking advantage of high-end features and integrating the different applications. You will learn how to send group mailings, collaborate in shared document editing, effectively present data in Office, automate your work, get Word to stop fighting you and integrate Excel and Access to manage your data.
Tuesdays, Sep. 17-Nov. 12 from 1:30-2:30pm

Creating Effective Presentations
Take our core PowerPoint, Prezi and Captivate workshops and webinars, together with our new webinars Creating a Compelling Presentation in InDesign and Creating an Effective Presentation to learn how to choose the right tool and techniques for creating a high impact presentation.
Tuesdays and Thursdays, Oct. 1-31

Photoshop Advanced Tips
A weekly series of one hour webinars in which you will learn how to enhance your portraits, create photo mashups, add electric grunge, change photo backgrounds, restore old photos, and capture images from a tablet.
Monday evenings Sept. 23 through Oct. 21

Every Day & Professional Video Production
Take the consumer video production series, and learn the basics of using MovieMaker (Windows) or iMovie (Mac) and how to add simple special effects.
Evenings Sept. 10-24
Or take our professional video editing series and learn how to use Adobe Premiere and After Effects.
Taught weeks of Oct. 14 & 21

Collaboration Tools at IU
Get an overview of collaboration tools at IU, then explore in more depth how you can use applications like Box, Oncourse, Lync, SharePoint and Connect to collaborate. Times vary.

See schedule on pp. 6-7. For detailed descriptions of all sessions, or to register, visit:
http://ittraining.iu.edu
# FALL 2013 TRAINING SCHEDULE

Workshops are free for IU students, staff, and faculty and are offered to everyone else for a nominal fee. To read workshop descriptions or to register for any workshop, go to [http://ittraining.iu.edu](http://ittraining.iu.edu).

## Access 2013

### The Basics
- **Wed. Sep. 18** 1:30—4:30pm
- **Sat. Oct. 5** 9am—12:30pm
- **Thu. Oct. 10** 1:30—4:30pm

## Creating a Multipage Form

- **Fri. Oct. 11** 10:30—12:30pm

## Database Relationships

- **Wed. Sep. 25** 1:30—5pm
- **Sat. Oct. 12** 9am—12:30pm

## Queries

- **Wed. Oct. 2** 1:30—4:30pm

## Forms

- **Wed. Oct. 9** 1:30—5pm

## Reports

- **Wed. Oct. 16** 1:30—4:30pm

## Designing & Packaging Databases

- **Wed. Nov. 6** 1:30—5pm

## Business Intelligence

### For Report Analysts

- **Thu./Fri. Oct. 3/4** 9am—4pm

## Captivate 6

### The Basics

- **Mon. Sep. 9** 1:30—4:30pm
- **Thu. Oct. 17** 5:30—9pm

## Cascade Server

### Contributors, Approvers, and Publishers

- **Thu. Sep. 26** 1:30—4:30pm
- **Tue. Nov. 5** 1:30—5pm

## Site Managers

- **Tue./Wed. Nov. 26/27** 9am—5pm

## Cascading Style Sheets

### The Basics

- **Wed. Oct. 16** 1:30—5pm

## Layout & Design

- **Wed. Oct. 23** 1:30—5pm

## Coaching Session

- **Tue. Sep. 24** 1:30—4pm
- **Tue. Oct. 15** 1:30—4pm
- **Wed. Nov. 6** 9—11:30am

## Dreamweaver CS6

### Web Publishing: An Overview of Tools & Resources

- **Wed. Sep. 4** 5:30—7:45pm

## The Basics

- **Wed. Sep. 11** 5:30—8:30pm
- **Mon. Oct. 7** 1:30—5pm
- **Mon. Nov. 11** 1:30—4:30pm

## Using Templates to Standardize Your Site

- **Wed. Sep. 18** 5:30—6:45pm
- **Mon. Oct. 14** 1:30—3:15pm

## EndNote

### The Basics

- **Mon. Sep. 16** 10—11:30am
- **Mon. Sep. 23** 1:30—3pm

## Evernote

### Organizing your Life

- **Tue. Aug. 21** 1:30—2:30pm
- **Tue. Sep. 3** 5:30—6:30pm

## Excel 2013

### The Basics

- **Tue. Sep. 3** 9am—noon
- **Wed. Sep. 11** 1:30—5pm
- **Sat. Sep. 14** 9am—noon
- **Thu. Oct. 3** 9am—12:30pm
- **Mon. Oct. 21** 1:30—4:30pm

## Charts & Graphics

- **Tue. Sep. 10** 9am—noon
- **Thu. Oct. 10** 1:30—5pm

## Data Management

- **Tue. Sep. 17** 9am—noon
- **Sat. Sep. 21** 9am—noon
- **Thu. Oct. 17** 1:30—5pm

## Managing & Analyzing Data

- **Wed. Sep. 18** 1:30—2:50pm

## Basic Automation Using Macros

- **Tue. Sep. 24** 9—10:30am
- **Thu. Oct. 24** 1:30—3:30pm

## Using Pivot Tables & Slicer for Data Analysis

- **Wed. Sep. 25** 1:30—3pm

## Statistical Features

- **Thu. Sep. 26** 5:30—9pm

## Excel 2013 (Continued)

### Analyzing Data with Pivot Tables

- **Tue. Oct. 1** 9am—noon
- **Thu. Oct. 31** 1:30—5pm

## Using VLOOKUP & Conditional Functions

- **Tue. Oct. 8** 9am—noon
- **Thu. Nov. 7** 1:30—5pm

## What-If Analysis & Named Scenarios

- **Tue. Oct. 15** 9—10:30am
- **Thu. Nov. 14** 1:30—3:30pm

## Advanced Macros & User Defined Functions

- **Tue. Oct. 22** 9am—12:30pm
- **Thu. Nov. 28** 1:30—5:30pm

## Formatting & Analyzing IUIE Data

- **Tue. Oct. 22** 1:30—5pm

## Fireworks CS6

### The Basics

- **Mon. Oct. 21** 1:30—5pm

## GIS

### ArcGIS Desktop: Getting Started with GIS

- **Wed. Sep. 11** 5:30—8:30pm

## Illustrator CS6

### The Basics

- **Wed. Sep. 25** 9am—noon
- **Thu. Oct. 17** 1:30—5pm
- **Thu. Oct. 24** 5:30—8:30pm

## Adobe CS6: Pen Tool Basics for Advanced Graphic Design

- **Tue. Nov. 5** 1:30—5pm

## InDesign CS6

### The Basics

- **Wed. Oct. 9** 9am—noon
- **Thu. Oct. 31** 1:30—5pm

## Using Page Masters for Efficient Design

- **Wed. Oct. 16** 9—11am
- **Thu. Nov. 7** 1:30—3:30pm

## Creating a Poster

- **Thu. Oct. 10** 5:30—7:30pm
- **Fri. Nov. 1** 9—11:30am
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### Microsoft Project 2013
- **The Basics**
  - Thu. Nov. 14 9am—3pm

### IUIE Reporting Basics
- Thu. Oct. 17 9am—Noon
- Fri. Dec. 13 9am—Noon

### Office 2013
- **An Overview of New Features**
  - Tue. Sep. 3 Noon—1pm

### Outlook 2013
- **Email Basics**
  - Wed. Oct. 9 10am—noon

### Calendar Essentials
- Wed. Oct. 16 10—12:30pm

### Managing Your Email
- Wed. Oct. 23 10am—1pm

### Page Design
- **Page Design & Layout Basics**
  - Wed. Oct. 2 9am—noon
  - Tue. Oct. 15 5:30—8:30pm
  - Thu. Oct. 24 1:30—4:30pm

### PC Hardware
- **The Basics**
  - Thu. Sep. 26 5:30—8:30pm

### Perl
- **The Basics**
  - Fri. Sep. 27 1:30—5:30pm

### Photoshop CS6
- **The Basics**
  - Sat. Sep. 7 9am—noon
  - Wed. Sep. 18 9am—noon
  - Thu. Oct. 10 1:30—5pm
  - Thu. Oct. 17 5:30—8:30pm
  - Tue. Nov. 5 9am—noon

### PowerPoint 2013
- **The Basics**
  - Thu. Sep. 12 9am—noon
  - Tue./Wed. Oct. 1/2 5:30—7:30pm

### Prezi
- **The Basics**
  - Thu. Oct. 10 5:30—7:30pm

### Project Labs
- **Access 2013: Project Lab**
  - Wed. Oct. 23 1:30—5pm

### Project Labs
- **Desktop Publishing Project Lab**
  - Wed. Nov. 6 9am—noon
  - Thu. Nov. 14 1:30—5pm

### Project Labs
- **Web Site Development Project Lab**
  - Mon. Nov. 4 1—4:30pm

### Python
- **The Basics**
  - Fri. Sep. 6 1:30—5pm

### SAS
- **The Basics**
  - Thu. Sep. 19 5:30—8:30pm

### SharePoint 2013
- **The Basics**
  - Mon. Sep. 16 1:30—5pm
  - Fri. Oct. 11 9am—noon
  - Fri. Oct. 18 9am—5pm

### Site Administration: The Basics
- Fri. Oct. 25 9am—12:30pm

### Workflows with Nintex
- Fri. Oct. 25 9am—12:30pm

### XML
- **The Basics**
  - Tue. Oct. 1 1:30—4:30pm

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**NOTE:** Most in-person workshops are taught in the Wells Library rm. IC103. Location confirmation is provided when you register. See note on parking on page 2.

To read workshop descriptions or to register for any workshop, go to [http://ittraining.iu.edu](http://ittraining.iu.edu)
# FALL 2013 TRAINING SCHEDULE

Workshops are free for IU students, staff, and faculty and are offered to everyone else for a nominal fee. To read workshop descriptions or to register for any workshop, go to [http://ittraining.iu.edu](http://ittraining.iu.edu).

## NEW ONLINE SERIES ON POPULAR TECHNOLOGIES

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Getting Started</td>
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</tr>
<tr>
<td>Free Software*</td>
<td>Tue. Aug. 27</td>
<td>12:20—12:45pm</td>
</tr>
<tr>
<td>Use Your Free Software Better*</td>
<td>Wed. Aug. 28</td>
<td>12:20—12:45pm</td>
</tr>
<tr>
<td>How to Do Less Work on Group Projects*</td>
<td>Thu. Aug. 29</td>
<td>12:20—12:45pm</td>
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<tr>
<td>Basic Digital Photo Editing with Google Picasa</td>
<td>Thu. Aug. 29</td>
<td>4—4:50pm</td>
</tr>
<tr>
<td>Basic Digital Photo Editing with Adobe Photoshop</td>
<td>Thu. Aug. 29</td>
<td>5—5:50pm</td>
</tr>
<tr>
<td>Office 2013: An Overview</td>
<td>Tue. Sep. 3</td>
<td>Noon—1pm</td>
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<tr>
<td>Personalize Your Learning with lynda.com</td>
<td>Wed. Sep. 4</td>
<td>12:20—1:10pm</td>
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<tr>
<td>Collaboration Tools</td>
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<tr>
<td>Overview of Collaboration Tools at IU</td>
<td>Thu. Sep. 5</td>
<td>1:30—3pm</td>
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<tr>
<td>Cloud Storage at IU—IU AnyWARE, Box &amp; Cloud Storage</td>
<td>Thu. Sep. 12</td>
<td>1:30—2:30pm</td>
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<tr>
<td>Unicom: Using Lync for Collaboration</td>
<td>Thu. Sep. 19</td>
<td>1:30—3pm</td>
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<tr>
<td>Using Connect for Live Presentations</td>
<td>Thu. Sep. 26</td>
<td>1:30—2:20pm</td>
</tr>
<tr>
<td>Collaborating in Oncourse</td>
<td>Fri. Sep. 27</td>
<td>Noon—1pm</td>
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<tr>
<td>Integrating Your Office Applications</td>
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<tr>
<td>Integrating Your Office Applications Graphics in Word</td>
<td>Tue. Sep. 17</td>
<td>1:30—2:30pm</td>
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<tr>
<td>OneNote 2013: An Introduction</td>
<td>Tue. Sep. 17</td>
<td>3:30—4:30pm</td>
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<tr>
<td>Creating Dynamically Generated Table of Contents in Two Clicks</td>
<td>Tue. Oct. 1</td>
<td>1:30—2:30pm</td>
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<tr>
<td>Word 2013: Stop Doing That!</td>
<td>Tue. Oct. 8</td>
<td>1:30—2:30pm</td>
</tr>
<tr>
<td>Sending Groups Mailings Using Word, Excel, and Access</td>
<td>Tue. Oct. 15</td>
<td>1:30—2:30pm</td>
</tr>
<tr>
<td>Word 2013: Macros and Custom Ribbons</td>
<td>Tue. Oct. 22</td>
<td>1:30—3pm</td>
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<tr>
<td>Effectively Presenting Data in Office Applications</td>
<td>Tue. Nov. 5</td>
<td>1:30—2:30pm</td>
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<tr>
<td>PowerPoint 2013: The Basics</td>
<td>Thu. Sep. 12</td>
<td>9am—noon</td>
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<tr>
<td>PowerPoint 2013: Creating Customized Backgrounds &amp; Animations</td>
<td>Tue. Oct. 12</td>
<td>5:30—7:30pm</td>
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<tr>
<td>Prezi: The Basics</td>
<td>Thu. Oct. 12</td>
<td>5:30—7pm</td>
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<tr>
<td>PowerPoint 2013: Setting up a Slide Show with Audio and Video</td>
<td>Tue. Oct. 15</td>
<td>5:30—7:30pm</td>
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<tr>
<td>Captivate 6:</td>
<td>Mon. Sep. 9</td>
<td>1:30—4:30pm</td>
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<tr>
<td>PowerPoint 2013: Slide Masters</td>
<td>Tue. Oct. 17</td>
<td>5:30—9pm</td>
</tr>
<tr>
<td>Creating an Effective Presentation</td>
<td>Thu. Oct. 31</td>
<td>3:30—4:45pm</td>
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<tr>
<td>InDesign: Creating an Interactive Presentation</td>
<td>Thu. Oct. 24</td>
<td>5:30—6:30pm</td>
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<tr>
<td>Photoshop Advanced Tips</td>
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<tr>
<td>Photoshop Advanced Tips Creating Photo Mashups</td>
<td>Mon. Sep. 23</td>
<td>5:30—6:30pm</td>
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<tr>
<td>Adding Electric Grunge to Your Photos</td>
<td>Thu. Sep. 26</td>
<td>5:30—6:30pm</td>
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<tr>
<td>Enhancing Your Portrait</td>
<td>Mon. Oct. 7</td>
<td>5:30—6:30pm</td>
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<tr>
<td>Restoring Old Photos</td>
<td>Mon. Oct. 14</td>
<td>5:30—6:30pm</td>
</tr>
<tr>
<td>Changing Photo Backgrounds</td>
<td>Mon. Oct. 21</td>
<td>5:30—6:20pm</td>
</tr>
</tbody>
</table>

* these webinars will be simultaneously taught in the classroom at IUB & IUPUI
## On Popular Technologies

### Everyday Video Production

**Digital Video: Basic Editing Using Windows Movie Maker**  
Tue. Sep. 10  5:30—7:30pm

**iMovie: The Basics**  
Wed. Sep. 11  5:30—6:30pm

**After Effects: Adding Special Effects to your Video**  
Tue. Sep. 17  5:30—6:30pm

### Professional Video Production Basics

**Premiere Pro CS6: The Basics**  
Tue. Oct. 14  1:30—4:30pm

**After Effects CS6: Video Effects & Text Animation Basics**  
Fri. Oct. 15  1:30—5pm

**Audition: Editing Your Movie Soundtrack**  
Thu. Oct. 17  5:30—9pm

**Adobe: Efficient Video Editing Workflow**  
Thu. Oct. 24  5:30—7pm

### Oncourse

**for Instructors**  
Fri. Aug. 16  Noon—1pm  
Fri. Aug. 23  Noon—1pm

**for Students**  
Fri. Aug. 30  12:20—1:20pm

### Collaborating in Oncourse

Fri. Sep. 27  Noon—1pm

### CourseNetworking: An Overview

Fri. Sep. 20  Noon—1pm

### eText: Basics Skills for Students

Fri. Sep. 6  Noon—1pm

### ePortfolio

Fri. Sep. 13  Noon—1pm

### next.iu.edu

**Blackboard: An Overview**  
Fri. Oct. 4  Noon—1pm

**Desire2Learn**  
Fri. Oct. 11  Noon—1pm

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**Webinars** are online sessions presented in demonstration mode. You can communicate with your instructor via chat.

**Online Workshops** teach regular IT Training workshop content online. You will be able to follow the workshop materials and work through the exercises hands-on with help available.

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**Questions? Contact Us!**

IT Training  
Indiana University  
http://ittraining.iu.edu  
812-855-7383 • ittraining@iu.edu

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Free. To read workshop descriptions or to register for any workshop, go to http://ittraining.iu.edu
EdCerts—Advanced Training and Certification

The EdCert program provides high-quality advanced technical training on key technologies from Microsoft, CompTIA and EC-Council. These courses provide in-depth training on some of the most current technologies. These include Windows Server 2012, Windows 8, System Center 2012, Server+, Network+, Security+, CASP, and CEH. These courses not only teach the administration, installation, deployment and management of those topics but, also assist with the preparation of taking the associated industry professional certification exams. Check out the EdCert Program page (http://ittraining.iu.edu/edcert) to learn more, view the current schedule, read course descriptions, and register for the course you want.

EdCert Course Schedule for Fall 2013

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Date and Time</th>
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</thead>
<tbody>
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<td>CompTIA Security+</td>
<td>September 9th—13th, 9am—4pm</td>
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<tr>
<td>CompTIA Server+</td>
<td>September 23rd—27th, 9am—4pm</td>
</tr>
<tr>
<td>CompTIA CASP</td>
<td>October 7th—11th, 9am—4pm</td>
</tr>
<tr>
<td>Statewide IT Conference — Exam Cram</td>
<td>Will take place in Bloomington</td>
</tr>
<tr>
<td>Upgrading your Skills to MCSA Windows 2012 (MOC10747)</td>
<td>November 4th—8th, 9am—4pm</td>
</tr>
<tr>
<td>Administering System Center 2012 Configuration Manager (MOC10747)</td>
<td>November 18th—22nd, 9am—4pm</td>
</tr>
<tr>
<td>Automating Administration with Powershell 3.0 (MOC10961)</td>
<td>December 2nd—6th, 9am—4pm</td>
</tr>
<tr>
<td>Developing Microsoft SQL Server 2012 Databases (MOC10776)</td>
<td>December 9th—13th, 9am—4pm</td>
</tr>
</tbody>
</table>

All EdCerts are taught in the IT125 classroom at IUPUI and online at the same time. Register for the location that best meets your needs. Because these courses use 3rd party materials, there is a charge to attend.

Due to licensing restrictions, only the following people may attend the MOC courses:

1. LSPs and technical support staff at IU (including all UITS staff)
2. Students who are currently enrolled in an academic class at Indiana University
3. Faculty who teach advanced technical skills to their students

For more information on EdCerts and how to obtain certification on these topics, please see our web site at:

http://ittraining.iu.edu/edcert