What’s New…

Some great new classes are on our schedule this spring.

**Hands-on Classes**

Excel 2016: PowerPivot: Learn to use this Excel add-in to perform powerful data analysis. Take our February Lunch & Learn to see what we mean by that.

InDesign CC: Tips & Tricks: Learn tips to make your InDesign work faster and easier.

**ND Websites in WordPress:** Move your ND Website to WordPress or create a new site. The class will include an introduction to WordPress and time to move your content.

**Lunch and Learns**

We expanded our list of Lunch & Learns. This spring, we are including the most popular sessions from the IT Spotlight 2016 conference as well as adding some new topics.

The best way to learn about our upcoming classes is by joining our Training-News Google group; class schedules are announced there first, as well as newly added sessions. Contact us at training@nd.edu to join.

As for all our classes, go to endeavor.nd.edu to register. For questions, call 631-7227 or email us at training@nd.edu.

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**OIT Workshop Schedule for January 11- May 24, 2017**

**Google courses**

<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Basic Gmail (New Users)</td>
<td>2 hrs</td>
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<tr>
<td>Learn the basic functions of Gmail in your ND account.</td>
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<tr>
<td>Thu Feb 2 9:00–11:00 a.m.</td>
<td>IT Center B003</td>
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<tr>
<td>Wed Apr 19 1:30–3:30 p.m.</td>
<td>IT Center B003</td>
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<tr>
<td>Basic Google Calendar (New Users)</td>
<td>1.5 hrs</td>
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<tr>
<td>Learn the basic functions of Google Calendar in your ND account.</td>
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<tr>
<td>Mon Feb 13 1:30–3:00 p.m.</td>
<td>IT Center B003</td>
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<tr>
<td>Thu Apr 6 8:30–10:00 a.m.</td>
<td>IT Center B001</td>
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<tr>
<td>Google Drive</td>
<td>3 hrs</td>
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<tr>
<td>Learn how to use Google Drive for file sharing and storage and see an overview of Google Docs, Sheets, and Slides.</td>
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<tr>
<td>Thu Feb 16 8:30–11:30 a.m.</td>
<td>IT Center B001</td>
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<tr>
<td>Wed Mar 29 1:30–4:30 p.m.</td>
<td>IT Center B001</td>
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<tr>
<td>Tue May 2 8:30–11:30 a.m.</td>
<td>IT Center B001</td>
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<tr>
<td>Google Forms</td>
<td>2 hrs</td>
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<tr>
<td>Learn to create simple forms as well as how to distribute them and collect responses.</td>
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<tr>
<td>Thu Feb 9 1:30–3:30 p.m.</td>
<td>IT Center B001</td>
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<tr>
<td>Wed Apr 26 9:00–11:00 a.m.</td>
<td>IT Center B001</td>
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**Publishing and design**

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<thead>
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<tr>
<td>Google Groups</td>
<td>2 hrs</td>
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<tr>
<td>Learn to use Google Groups in place of listservs and Gmail Contact groups.</td>
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<tr>
<td>Tue Feb 7 1:30–3:30 p.m.</td>
<td>IT Center B001</td>
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<tr>
<td>Thu Apr 13 9:00–11:00 a.m.</td>
<td>IT Center B001</td>
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<tr>
<td>Thu May 11 1:30–3:30 p.m.</td>
<td>IT Center B001</td>
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<tr>
<td>Mail Merge Using Google and Gmail</td>
<td>1 hr</td>
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<tr>
<td>Learn to do mail merges using Google apps and Gmail.</td>
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<tr>
<td>Wed Feb 22 10:30–11:30 a.m.</td>
<td>IT Center B003</td>
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<tr>
<td>Thu Apr 13 1:30–2:30 p.m.</td>
<td>IT Center B003</td>
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<tr>
<td>Acrobat DC: Basic PDF Creation and Manipulation</td>
<td>2.5 hrs</td>
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<tr>
<td>Learn multiple ways to create PDFs; add, delete, extract and rearrange pages; edit and manipulate text; and add security to a PDF.</td>
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<tr>
<td>Tue Jan 31 1:30–4:00 p.m.</td>
<td>IT Center B003</td>
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<tr>
<td>Creating Infographics with PowerPoint</td>
<td>3.5 hrs</td>
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<tr>
<td>Learn to create visual representations of data in PowerPoint using SmartArt and other tools.</td>
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<tr>
<td>Thu Mar 9 8:30–11:30 a.m.</td>
<td>IT Center B001</td>
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<tr>
<td>InDesign CC: Basic Document Creation</td>
<td>3.5 hrs</td>
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<tr>
<td>Learn the interface, basic tools and how to create a simple InDesign document. For PC or Mac.</td>
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<tr>
<td>Wed Feb 15 8:30 a.m.–noon</td>
<td>IT Center B001</td>
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<tr>
<td>Tue Apr 11 1:00–4:30 p.m.</td>
<td>IT Center B001</td>
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Discover IT

Workshops for ND faculty, staff & students

Photoshop CC: Basic Layers & Text 3 hrs
Learn to work with layers, add text and effects and combine photos to create a collage. For beginners. For PC or Mac.
Fri Mar 24 8:30–11:30 a.m. IT Center B001

Premiere Pro CC: Basic Video Editing 3.5 hrs
Learn to use this Adobe timeline-based video editing software. For beginners.
Thu Feb 23 1:00–4:30 p.m. IT Center B003

Premiere Pro CC: Beyond the Basics 3.5 hrs
Learn to use advanced editing tools, color correction and effects, advanced audio techniques and more. Experience required.
Wed Apr 26 8:30 a.m.–noon IT Center B003

Productivity applications

Excel 2013: Basic 7 hrs Cost: $70
Learn a foundation of skills to create a basic workbook and pursue more advanced topics.
W/F Feb 8 & 10 8:30 a.m.–noon IT Center B001
M/W Apr 10 & 12 1:00–4:30 p.m. IT Center B001

Excel 2013: Charting 3.5 hrs Cost: $35
Learn to create and modify charts and understand their structure. Not for beginners.
Wed Mar 22 1:00–4:30 p.m. IT Center B001

Excel 2013: Macros Introduction 2 hrs Cost: $20
Macros enable Excel users to automate work by recording a sequence of commands into a single action.
Mon Feb 20 1:30–3:30 p.m. IT Center B001
Fri Apr 21 9:00–11:00 a.m. IT Center B001

Excel 2013: PivotTables 2 hrs Cost: $20
Learn to create and modify PivotTables to help analyze, explain and present data in an Excel database. Not for beginners.
Fri Mar 10 9:00–11:00 a.m. IT Center B001

Excel 2016: PowerPivot 2 hrs
Learn to perform complex data analysis. Not for beginners.
Wed Mar 22 9:00–11:00 a.m. IT Center B001

Excel 2013: Use as a Database 3.5 hrs Cost: $35
Learn to create, sort and analyze a database: set data validation criteria; and apply mathematical functions. Not for beginners.
Wed May 3 8:30 a.m.–noon IT Center B001

Mail Merge Using Office 2016 1.5 hrs
Learn to do mail merges using Word and Excel.
Mon Mar 13 1:30–3:00 p.m. IT Center B003

OneNote 2013: Basic 2 hrs
Learn to create a digital notebook and use powerful search capabilities to gather and share information in a single location.
Tue Mar 21 1:30–3:30 p.m. IT Center B001

PowerPoint 2013 3.5 hrs
Learn to use PowerPoint to give presentations.
Thu Feb 9 8:30 a.m.–noon IT Center B001

Presentations with Prezi 3 hrs
This new, free online tool gives a whole different look to your presentations using movement and a focus on the “big picture.”
Tue Mar 7 8:30–11:30 a.m. IT Center B001

Qualtrics Forms: Basic 3.5 hrs
Learn to create forms that range from simple to complex as well as how to distribute them and collect responses.
Tue Feb 21 8:30 a.m.–noon IT Center B001
Mon Apr 24 1:00–4:30 p.m. IT Center B001

Qualtrics Forms: Intermediate 3.5 hrs
Learn to share panels and emails, work with trigger emails and create reports.
Wed Mar 8 8:30 a.m.–noon IT Center B001

Qualtrics Forms: Advanced 3 hrs
Learn to use some of the advanced features of Qualtrics to set up a workflow, score a form, and customize templates.
Thu Mar 2 8:30–11:30 a.m. IT Center B003

Word 2013: Basic 3 hrs
Learn to use the Help system and navigate documents; enter and edit text; create and save documents; and enhance the appearance of a document using formatting.
Thu May 4 1:30–4:30 p.m. IT Center B001

Word 2013: Expert 3 hrs
Learn how to use Word to create and modify documents, and enhance the appearance of a document with formatting and style.
Thu May 4 1:30–4:30 p.m. IT Center B003

ND Websites in Word Press 2 hrs
Move your existing ND website to WordPress or create a new ND website. Class will include basic WordPress instruction and time to begin transferring your content.
Wed Mar 1 1:30-3:30 p.m. IT Center B001
Thu Mar 9 9:00–11:00 a.m. IT Center B001
Thu Apr 20 1:30–3:30 p.m. IT Center B001
Tue May 9 9:00–11:00 a.m. IT Center B001

Software Licensing 1.25 hrs
Learn to understand the rules and laws involving use of software on your University machine.
Thu Mar 9 9:00–10:15 a.m. IT Center B003

Tableau: Introduction 3.5 hrs
Learn to use Tableau and set up a workflow, score a form, and customize templates.
Wed Mar 22 8:30 a.m.–noon IT Center B001
Wed Apr 5 8:30 a.m.–noon IT Center B001
Tue May 9 1:00–4:30 p.m. IT Center B001

travelND 2.5 hrs
Learn to create electronic expense reports and arrange travel for yourself or others in your budget unit.
Classes will meet 2:00–4:30 p.m. in IT Center B001 (B003 on Mar 22) on the following Wednesdays.
Jan 11 Jan 25 Feb 8 Feb 22
Mar 8 Mar 22 Apr 5 Apr 19
May 10 May 24

For Notre Dame faculty, staff and students only