

Information Technology Workshop Series Spring 2008

Type	Workshop Name	Dates	Description	Prerequisites	Begin Time	End Time	Location
S	Microsoft Word 2003 Basics	Friday, 1/25/08 Wednesday, 3/12/08	Learn how to use the most basic features in Microsoft Word: menus, toolbars, formatting text and pages.	None	11:30 AM	1:00 PM	539 Garden Lab
S	Microsoft Excel 2003 Basics	Wednesday 2/13/08 Thursday, 3/27/08	Learn how to use the most basic features in Microsoft Excel: navigation, entering data, structuring sheets, entering simple formulas	None	11:30 AM	1:00 PM	539 Garden Lab
S	Microsoft Excel 2003 Intermediate	Tuesday, 2/19/08 Thursday, 4/24/08	Learn the intermediate functions of Excel including works with Databases, Filters, Sheets, and Linking Data	Microsoft Excel 2003 Basics or good working knowledge of Microsoft Excel 2003	11:30 AM	1:00 PM	539 Garden Lab
S	Microsoft Excel 2003 Advanced	Tuesday, 2/26/08 Wednesday, 4/30/08	Learn the advanced functions of Excel including working with advanced formulas and pivot tables	Microsoft Excel 2003 Intermediate	11:30 AM	1:00 PM	539 Garden Lab
S	Microsoft PowerPoint 2003 Basics	Thursday, 2/28/08 Tuesday, 3/25/08	Learn how to use the basic features of Microsoft PowerPoint: menus, toolbars, design, setting up a slideshow	None	11:30 AM	1:00 PM	539 Garden Lab
S	Microsoft Outlook 2003 Basics	Monday, 2/25/08 Wednesday, 3/26/08	Learn how to set-up your Outlook account and utilize the basic features	None	11:30 AM	1:00 PM	539 Garden Lab
S	Dreamweaver Basics	Tuesday, 2/5/08 Thursday, 4/3/08	Learn how to create a simple web page using Dreamweaver	None	12:00 PM	1:00 PM	539 Garden Lab
S	Intermediate Dreamweaver	Thursday, 2/7/08 Wednesday, 4/9/08	Learn intermediate function of Dreamweaver including how to set up a basic web site	Dreamweaver Basics	12:00:00 PM	1:00:00 PM	539 Garden Lab
S	Introduction to Photoshop	Tuesday, 2/14/08 Thursday, 4/10/08	Learn the basics of Photoshop, including how to navigate the program and make basic changes to an image.	None	12:00 PM	1:00 PM	539 Garden Lab
S	Microsoft Excel Basics for Mac	Wednesday, 3/19/08	Learn how to use the most basic features in Microsoft Excel: navigation, entering data, structuring sheets, entering simple formulas	None	11:30 AM	1:00 PM	Webster Hall 225
P	Transitioning from Microsoft Office 2003 to 2007	Tuesday, 3/4/08 Tuesday, 4/22/08	Learn the differences between Office 2003 and Office 2007 including file format changes, layout and options	Working knowledge of Microsoft Office 2003	11:00 AM	1:00 PM	Sverdrup 103
P	Creating and Using Formulas in Microsoft Excel 2003	Thursday, 2/21/08 Tuesday, 4/29/08	Learn the basics of creating and using formulas in Microsoft Excel	Microsoft Excel 2003 Basics or good working knowledge of Microsoft Excel 2003	12:00 PM	1:00 PM	539 Garden Lab
P	Creating and Using Pivot Tables in Microsoft Excel 2003	Wednesday, 2/27/08 Tuesday, 4/8/08	Learn what pivot tables are and how to use them to display and analyze data	Microsoft Excel 2003 Basics or good working knowledge of Microsoft Excel 2003	12:00 PM	1:00 PM	539 Garden Lab
P	Mail merge using Microsoft Word 2003	Thursday, 1/24/08 Wednesday, 4/23/08	Learn how to merge your mailing list to generate emails using a simple wizard	Microsoft Word 2003 Basic or good working knowledge of Microsoft Word	12:00:00 PM	1:00:00 PM	539 Garden Lab
P	Creating Charts using Microsoft Excel 2003	Wednesday, 2/20/08 Thursday, 4/17/08	Learn how to make your data stand out by creating a simple chart	Microsoft Excel 2003 Basics or good working knowledge of Microsoft Excel 2003	12:00 PM	1:00 PM	539 Garden Lab
P	Using Excel to create inventory lists & Data tracking	Thursday, 3/6/08 Wednesday, 4/2/08	Learn how to create a simple inventory sheet and use Excel to set-up a simple sheet to track data	Microsoft Excel 2003 Basics or good working knowledge of Microsoft Excel 2003	12:00 PM	1:00 PM	539 Garden Lab
P	Basic Photo Editing Using iPhoto for Mac	Thursday, 3/20/08	Learn how to use basic function of iPhoto such as cropping, rotating and brightness adjustment.	None	12:00 PM	1:00 PM	Webster Hall 225
P	Basic Photo Editing Using Picasa for Windows	Wednesday, 4/16/08	Learn how to use basic function of Picasa such as cropping, rotating and brightness adjustment.	None	12:00 PM	1:00 PM	539 Garden Lab
P	Mac Mail and iCal	Tuesday, 3/18/08	Learn the basic function and how to navigate Mac Mail and iCal and how to utilize them to organize your email and appointments	None	12:00 PM	1:00 PM	Webster Hall 225
B	BlackBerry Essentials	Monday, 2/4/08	Join us to discuss the basics of BlackBerry setup and usage. This is an open forum and everyone is invited to participate	None	12:00 PM	1:00 PM	UC Presentation Room
B	Online Photo Sharing	Monday, 3/3/08	Join to discuss popular online photo sharing sites such as Flickr and Picasa web among others. This is an open forum and everyone is invited to participate	None	12:00 PM	1:00 PM	UC Presentation Room
B	Office 2007 Tips and Tricks	Monday, 3/24/08	Join us to discuss the changes in Office 2007. This is an open forum and everyone is invited to participate	None	12:00 PM	1:00 PM	UC Presentation Room
B	Firefox Add-On's	Monday, 4/7/08	Join us to discuss how Firefox add-on's can make your work more efficient. This is an open forum and everyone is invited to participate	None	12:00 PM	1:00 PM	UC Presentation Room
B	Google Tools for Collaboration	TBD	Join us to discuss how you can use Google tools such as Doc, Calendar and Blogger to collaborate with your students and colleagues	None	12:00 PM	1:00 PM	TBD

Call 314-968-5995 to Register or go to www.webster.edu/technology/workshops. Free to all Webster Faculty, Staff, Students and Alumni