

ITS Classes for May/June 2008

Pump Up your Knowledge
and Get PC Fit!



Please don't be a no show!
Call 559-7284 to cancel your registration or send a co-worker in your place. Sessions with fewer than five may be cancelled or tutorials may be substituted.

Office Basics Fitness Classes

Office 2007 Guided Tour

- Learn what is new with Office 2007 in this short demo of the new interface, and learn about resources to expand your knowledge.
No Prereq
 - 5/20 from 1:00 -2:00 p.m.
 - 6/5 from 11:00 a.m. – 12:00 p.m.

Word 2003 and 2007

- **Word 2003 Basics** – create, save, print, open documents, basic editing, bullets and borders, proofing with spell checker and thesaurus– *Prereq: Getting Started with IT or equivalent*
 - 5/14 from 1:00 - 4:30 p.m.
- **Beyond the Basics of Word 2003** – tabs, tables, clipart, text boxes, headers/footers/mail merge, section breaks, and more. - *Prereq: Word Basics*
 - 6/11 from 1:00 - 4:30 p.m.
- **Word 2007 Basics**- *Prereq: Getting Started with IT or equivalent*
 - 5/15 from 9:00 a.m. – 12:00 p.m.

Excel 2003 and 2007

- **Excel 2003 Basics** – Create worksheets, navigation techniques, basic editing, formatting and printing, simple formulas - *Prereq: Getting Started with IT*
 - 5/6 from 1:00 - 4:30 p.m.
- **Beyond the Basics of Excel 2003** – more formatting, freezing panes, split screens, show/hide gridlines and formulas, functions (logical If, Vlookup, data and time functions, formulas across multiple sheets- *Prereq: Excel Basics*
 - 6/4 from 1:00 - 4:30 p.m.
- **Excel 2007 Basics** - *Prereq: Getting Started with IT or equivalent*
 - 5/19 from 1:00 – 4:00 p.m.

PowerPoint 2003 and 2007

- **PowerPoint 2003 Basics** – Text slides and shortcuts/presentation basics, slide masters and custom backgrounds, add graphics/inserting slides from other presentations, presenting slide show, printing and handout tips- *Prereq: Word Experience Recommended*
 - 5/8 from 8:30 a.m. – 12:00 p.m.
- **PowerPoint 2003 Beyond the Basics** – Graphics, charts, animation and more. *Prereq: PowerPoint Basics*
 - 6/19 from 8:30 a.m. – 12:00 p.m.
- **PowerPoint 2007 Basics** – *Prereq: Word Experience*
 - 5/12 from 1:00 p.m. – 4:00 p.m.

Access 2003/2007

- **Access Table Basics** - work with existing tables, search sort, filter data, freeze and hide columns, create table using wizard and from scratch, learn about field properties, import/link Excel worksheets- *Prereq: Excel Experience Recommended*
 - 5/14 from 9:00 - 12:00 p.m.
- **Access Queries** –loaded with examples of *simple criteria to advanced queries with joining multiple tables and working with calculations: Prereq Access Tables*
 - 5/21 from 9:00 - 12:00 p.m.
- **Access Forms and Reports** – Work with controls and form and report objects and properties- *Prereq: Access Queries*
 - 6/11 from 9:00 - 12:00 p.m.
- **Access 2007 New Features** –learn what is new with Access 2007. *Prereq: Access Table Basics*
 - 6/4 from 9:00 - 12:00 p.m.
- **Access Secrets and Timesavers** – learn importing and exporting, action queries, and more about relationships. *Prereq: Access Forms and Reports*
 - 6/18 from 9:00 – 11:00 a.m.

Does your department need a "Personal Trainer?"

ITS can consult with your department to:

- Analyze work requirements/projects and provide departmental training
 - Provide Notes email productivity tips/file mgt and record mgt
 - Help you redesign your PowerPoint slideshows
 - Provide ideas to improve and simplify document creation
 - Help in designing your database
- Contact Kim Laursen at 559-5674 for more information.

Basic PC Fitness Classes

- **Getting Started with IT (information technology) at UNMC** – Learn mouse, Windows and basic Web skills while learning about UNMC IT resources and training options, learn how log into UNMC systems- *No Prereq.*
 - 5/5 from 2:00 – 3:00 p.m.
- **PC Maintenance and Security** – Learn how to **keep** your PC running efficiently. *Prereq: Getting Started*
 - 5/5 from 12:00 – 1:00 p.m.
- **PC and Network File Management** – Learn how to **manage** your files on your PC and network drives. *Prereq: Getting Started with PCs at UNMC*
 - 5/13 from 1:00 - 2:30 p.m.
- **Internet Explorer 7 New Features** – *No Prereq.*
 - 6/12 from 12:00 – 1:00 p.m.
- **Windows Vista New Features** - *Prereq: Windows basics*
 - 6/12 from 1:00 – 3:00 p.m.

Lotus Notes Fitness Classes

- **Notes Web Mail** - Learn how to use UNMC Notes mail and calendar from the Web - *No Prereq.*
 - 5/5 from 3:00 – 4:00 p.m.
- **Notes Mail Basics** – send and receive mail, address books, folders, tools/preference and special email features - *Prereq: Getting Started with IT*
 - 5/7 from 8:30-11:30 a.m.
- **Email Spring Cleaning** – learn about the new archiving system, size limits and tips for keeping your inbox clean
Prereq: Notes Mail Basics
 - 5/13 from 11:00 a.m. -12 noon
 - 6/19 from 1:00 – 2:00 p.m.
- **Notes Calendar and Scheduling** – calendar views, appointments, reminders, anniversaries, events, scheduling meetings, using freetime scheduler, printing calendar options, access and schedule another's calendar, calendar preferences/delegating access to your calendar, group calendar. *Prereq: Notes Basics*
 - Calendar basics – 5/22 from 9:00 –10:30 a.m.
 - Scheduling – 5/22 from 10:30-11:30 a.m.

Adobe Fitness Classes

- **Adobe Photoshop Basics**- Import graphics from Web, layers, feathering, zoom, color effects, free transform, magnetic lasso, opacity. *Prereq: Experience working with clipart*
 - 5/21 from 2:00 – 4:00 p.m.
- **Adobe Illustrator – The Basics** – learn basic layout and tools, (selection, direct selection, pen, text, rectangle, work with color, import text) *Prereq: Experience working with clipart*
 - 6/17 from 10:00-11:30 a.m.

Advanced Office 2007 Workout Sessions

Learn new features the first hour and practice what you learned the 2nd hr.

- **Excel 2007 tips and tricks** - *Prereq: Excel 2007 Basics or equiv*
 - 6/3 from 1:00 – 3:00 p.m.
- **Dress up your old documents with Word 2007** – Bring a sample of one of your documents to work on. *Prereq: Word 2007 Basics or equiv*
 - 6/10 from 1:00 – 3:00 p.m.
- **PowerPoint 2007 Graphics Features** - *Prereq: PowerPoint 2007 Basics or equiv*
 - 6/17 from 1:00 – 3:00 p.m.

All sessions are held in 2030 Campus Training Center (701 So. 42 Street - northeast corner of 42nd and Leavenworth)

See registration information on reverse side

Bits Bytes and Bells

Information Technology Services

Education Opportunities for May/June 2008

Registration for ITS classes

- Register on-line at <http://info.unmc.edu/dept/helpdesk> and select the Classes/training link. Click the On-line Registration link and select the classes you wish to attend and complete the form.
- You can also register by calling 559-5674 or fax 559-5579 or email csttrain@unmc.edu.

Location of Classes

Campus Training Center, room 2030 - 701 South 42 Street (northeast corner of 42nd and Leavenworth, just south of Auxiliary Thrift Shop.

Self- Study options

- CD/DVD tutorials for checkout from 6th floor UNMC Library circulation desk.
- On-line tutorials from <http://unmc.skillport.com> (requires UNMC Lotus Notes ID)
- On-line tutorials from <http://office.microsoft.com> (Help and How to Tab)

Go to ITS' LearnIT blog at www.unmc.edu/blog/learnit to see the "Question of the Week," resources for Office 2007, tips and shortcuts on Lotus Notes and other applications.

Library Classes

Chemistry and Drug Research Simplified With SciFinder Plus

SciFinder Plus interlinks chemical reaction, chemical structure, chemical catalog, and chemical regulation databases with databases that index the biomedical and chemistry literature. Using SciFinder Plus, you can quickly draw a chemical structure, find the names of the chemical with that structure, reactions used to synthesize the chemical, sources and prices of the reactants, and the literature describing the chemicals uses, adverse effects, and synthesis. If you'd like to learn to use this valuable research tool, consider attending the SciFinder Plus class that will be held

Tuesday, April 15 at 1:00-2:00 p.m. in the Library's Wilson Training Room. Space is limited.

To register for the class please call or email Cindy Schmidt (cmschmidt@unmc.edu, 559-7077).

Citations and Bibliographies Made Easier: RefWorks Training

Create a searchable database from your MEDLINE, CINAHL, and PsycINFO search results. Use that database to insert citations and create bibliographies in your papers in just minutes! Reformat your paper for submission to a new journal in seconds! Learn how to do all this and more by attending our hands-on RefWorks Basic Training Class. Those who attend will create their own free RefWorks accounts through the McGooogan Library's RefWorks site license.

Wednesday, May 14 1:00-2:30 p.m.

Thursday, June 19 9:00-10:30 a.m.

Wednesday, July 16 1:00-2:30 p.m.

The class is open to all UNMC faculty, staff, and students. Pre-registration is required. Please e-mail Cindy Schmidt at cmschmidt@unmc.edu or Brian Erb at rberb@unmc.edu to pre-register for a class or if you would like to arrange one-on-one instruction or additional classroom training sessions.

PubMed Basics

Whether you are a new PubMed user or want to improve your basic skills, this course will prepare you for effective searching for peer-reviewed journal articles. Topics include constructing effective citation searches and locating the articles through the McGooogan Library collection.

Wednesday, May 21 2:00-3:30 p.m.

Wednesday, June 25 2:00-3:30 p.m.

Please contact Brian Erb at rberb@unmc.edu to register for this class. The class is limited to 12 students.

ITS Education

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Omaha, NE 68198-5030
<http://info.unmc.edu/dept/its>

