REGISTRATION FORM

REGISTRATION INFORMATION

Course Materials:
A manual is included in the course cost and will be supplied on the first day.

Payment:
Course Fee(s) can be charged to a Departmental account, P.O. number or paid by COD (cash, debit, VISA, MasterCard or cheque). All COD payments are subject to 13% HST and payment should not be sent in until you have received your F.Y.I. registration email from ITS.

All registrants are subject to the ITS cancellation policy noted below. Administrative Staff employees (non-faculty) of the University who are covered by a Collective Agreement or Memorandum of Agreement, may qualify for advance funding up to certain annual dollar limits.

NOTE: Advanced Funding registrants who do not complete a course in its entirety will be indebted to the University for the full cost of the course.

Withdrawals, Refunds, and Cancellations:
If the ITS Administration Office receives a notification of withdrawal by email (its-courses@uwo.ca) a minimum of five (5) business days prior to the start date, a full refund will be provided. If enough notice is not provided by a participant, and the course manual has already been ordered, an administrative fee of 15% will be charged.

NOTE: Any registrants who qualified for Advanced Funding and cancel without sufficient notice will also be indebted to the University for the ITS course cancellation fee.

Course Registrations:
Please ensure you meet any course prerequisites listed in the brochure before completing your registration. All registration requests are processed in the order they are received. If you do not receive an ‘FYI’ email within three days with your registration details, call ITS @ 519-661-3800 and ask for the Administration Office.

Register online: http://www.uwo.ca/its/courses/
Fax form to ITS Admin Office: 519-661-3486 (x83486)
Send form via Campus Mail to: ITS Courses @ SSB 4300

TOTAL*

*All COD payments are subject to 13% HST and payment should not be sent in until you have received the registration F.Y.I. email from ITS.

Fax your completed registration form:
519-661-3486 (ext. 83486)
or return form via Campus Mail: ITS Courses @ SSB 4300

Information Technology Services
Western University
Support Services Building, Room 4300
1393 Western Road, London ON N6G 1G9
Phone: 519-661-3800 Fax: 519-661-3486
Email: its-courses@uwo.ca
Web: http://www.uwo.ca/its/courses/

Summer 2017 Non-Credit Computer Courses
for faculty, staff, and graduate students

ITS Computer Training Lab
Support Services Building (SSB 4230)

Courses can be up to four half-days in length – check below for dates and times:

AM courses: start at 9:00am and end at 12:00n
PM courses: start at 1:00pm and end at 4:00pm

Any course may be cancelled due to insufficient registration.

INTRODUCTORY

Access 2013 - Level I
June 20/21/22/23 (AM) ACCI13 280.00
Excel 2013 - Level I (1st offering)
June 13, 14 & 15 (AM) EXI13 220.00
Excel 2013 - Level I (2nd offering)
July 11, 12 & 13 (PM) EXI13-2 220.00
InDesign
June 13, 14 & 15 (PM) INDS 220.00
Photoshop - Intro
June 27, 28 & 29 (AM) PS 220.00

ADVANCED

An Introductory or Level I course is the minimum prerequisite for any course listed below.

Access 2013 - Level II
Aug 1, 2, 3 & 4 (AM) ACCII13 280.00
Excel 2013 LII: Data Analysis & Pres.
July 4, 5 & 6 (AM) EXII-DA 220.00
Excel 2013 LII: Functions & Formulas
July 25, 26 & 27 (PM) EXII-FF 220.00
Excel 2013 LII: Advanced Formulas
Aug 9 & 10 (PM) EXII-AF 150.00
Excel 2013 LII: Macros
Aug 16/17 (AM) & 23/24 (PM) EXII-MC 280.00

SPECIALTY

Learn valuable skills and tips in just two hours.

Excel 2013 - Pivot Tables
July 29 (Thurs 2-4pm) EXPVT 50.00
Word 2013 Formatting Tips
Aug 17 (Thurs 2-4pm) WDF0R 50.00
Word 2013 Mail Merging
June 28 (Wed 2-4pm) WDM0R 50.00
Word 2013 Productivity Tips
July 5 (Wed 2-4pm) WDP0R 50.00
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Who Should Attend</th>
<th>Specialties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access 2013 - Level I</strong>&lt;br&gt;Description: This introductory course is for users with little or no experience with creating database applications. The course begins by planning and designing a database and covers the principles to consider to maximize data quality. The participants will then create a simple relational database with tables using the most common data types and set relationships. An accompanying application will be created that contains basic select queries, forms to enter data and reports to output summaries.</td>
<td>People who are familiar with computers and have experience using Microsoft Windows.</td>
<td>Adobe Photoshop CS5, databases, data management, relational database management systems (RDBMS), SQL, Access, query, forms, reports.</td>
<td></td>
</tr>
<tr>
<td><strong>Excel 2013 LII: Functions &amp; Formulas</strong>&lt;br&gt;Description: This advanced course focuses on advanced Excel formulas using functions for conditional, logical, financial and date calculations. Participants will learn how to create formulas to look up and manipulate data when working with lists of data. Techniques for auditing and troubleshooting formulas will also be discussed.</td>
<td>People who are familiar with Windows and have taken the Excel 2013 - Level I course, or have equivalent experience.</td>
<td>Microsoft Excel, functions, formulas, conditional logic, financial calculations, date and time functions.</td>
<td></td>
</tr>
<tr>
<td><strong>Access 2013 - Level II</strong>&lt;br&gt;Description: This Advanced course is designed for users who can create simple applications with Access and now want to explore some of the intermediate to advanced skill sets. Participants will start by designing a database with a more complex relational model, then set table properties and relationships to further improve data quality, create forms with subforms and create grouped reports.</td>
<td>People who have taken the Access 2013 - Level I course, or have equivalent experience.</td>
<td>Microsoft Access, relational databases, data relationships, forms, reports.</td>
<td></td>
</tr>
<tr>
<td><strong>Excel 2013 LII: Advanced Formulas</strong>&lt;br&gt;Description: This two half-day advanced course covers a combination of many functions to create formulas for summarizing, extracting and formatting data. Conditional, logical, duplicate and date types of calculations will be analyzed.</td>
<td>Participants must already be familiar with Excel.</td>
<td>Microsoft Excel, advanced functions, conditional logic, logical functions, date functions.</td>
<td></td>
</tr>
<tr>
<td><strong>Excel 2013 LIII: Macros</strong>&lt;br&gt;Description: Level III provides techniques to automate common repetitive tasks that are used in the Excel workbook development. Participants will learn how to create macro events in Excel that can automate tasks such as those based on other queries, manipulate data, and create forms to enter data and reports to output summaries.</td>
<td>People who have taken any previous Excel 2013 course, or have equivalent experience.</td>
<td>Microsoft Excel, macros, event-driven programming, automation.</td>
<td></td>
</tr>
<tr>
<td><strong>Photoshop - Intro</strong>&lt;br&gt;Description: This introductory course provides participants with the concepts and skills to use Adobe Photoshop CSS effectively. Users will learn how to use layers and apply filters to create special effects. Other topics include image creating/editing enhancement; photo retouching; and saving images in web, print, and PDF formats.</td>
<td>This course is designed for the average computer user who is familiar with the basic skills of computer use and understands file management.</td>
<td>Adobe Photoshop, image editing, image creation, photo retouching.</td>
<td></td>
</tr>
<tr>
<td><strong>InDesign</strong>&lt;br&gt;Description: In this three half-day course, users will learn how to create a document such as a flyer or brochure using basic desktop publishing skills. Participants will design and format a document; apply advanced styles; and work with various elements to align, arrange, and transform objects and tables within the document. Finally, users will learn the techniques required to package the document together for printing or web distribution.</td>
<td>People who are already familiar with other Adobe software (such as Acrobat and Photoshop) and word processing programs.</td>
<td>Adobe InDesign, desktop publishing, document design, layout, typography.</td>
<td></td>
</tr>
<tr>
<td><strong>Excel 2013 Level I (offered twice)</strong>&lt;br&gt;Description: This introductory course teaches users how to create and maintain workbooks with basic calculations. Participants will use a variety of Excel features to format and determine a suitable layout for common business reports such as budgets, inventory reports, and invoices.</td>
<td>People who are familiar with computers and have experience using Microsoft Windows.</td>
<td>Microsoft Excel, basic formulas, formatting, data handling.</td>
<td></td>
</tr>
<tr>
<td><strong>Excel 2013 LIII: Data Analysis &amp; Presentation</strong>&lt;br&gt;Description: This advanced course introduces participants to tools for analyzing data using features such as sorting, filtering, importing and sharing data. Users will be introduced to various methods for presenting data in report format using Pivot Tables and Charts. Additional topics include conditional and customized formatting.</td>
<td>People who are familiar with Windows and have taken the Excel 2013 - Level I course, or have equivalent experience.</td>
<td>Microsoft Excel, data analysis, data presentation, Pivot Tables, Charts.</td>
<td></td>
</tr>
<tr>
<td><strong>Excel Pivot Tables (EXPVT)</strong>&lt;br&gt;Description: Learn how to extract data from long lists of information and present it in readable forms to create multidimensional data views. Participants will learn how to create Pivot Tables and Charts.</td>
<td>People who are familiar with Windows and have taken the Excel 2013 - Level I course, or have equivalent experience.</td>
<td>Microsoft Excel, Pivot Tables, Charts, data visualization.</td>
<td></td>
</tr>
<tr>
<td><strong>Excel 2013 Mail Merging (WDMM)</strong>&lt;br&gt;Description: Produce letters, envelopes and labels for mailings (large or small) by adding a personalized touch. The list of recipients for the mail merge will be established using a new or an existing data source stored in formats such as Excel or other table formats. Methods on how to maintain the data list for frequent mailings will also be shared.</td>
<td>People who are familiar with computers and have experience using Microsoft Windows.</td>
<td>Microsoft Excel, mail merging, letter merging, data source, mailing lists.</td>
<td></td>
</tr>
<tr>
<td><strong>Excel 2013 Formatting Tips (WDFOR)</strong>&lt;br&gt;Description: Reinforce and enhance everyday skills required for arranging and aligning paragraphs of text within a document. Learn tips and tricks for formatting text consistently and efficiently; as well as controlling bulleted and numbered lists.</td>
<td>People who are familiar with Windows and have taken the Excel 2013 - Level I course, or have equivalent experience.</td>
<td>Microsoft Excel, document formatting, bullet points, numbered lists.</td>
<td></td>
</tr>
<tr>
<td><strong>Word 2013 Mail Merging (WDMM)</strong>&lt;br&gt;Description: Produce letters, envelopes and labels for mailings (large or small) by adding a personalized touch. The list of recipients for the mail merge will be established using a new or an existing data source stored in formats such as Excel or other table formats. Methods on how to maintain the data list for frequent mailings will also be shared.</td>
<td>People who are familiar with Windows and have taken the Excel 2013 - Level I course, or have equivalent experience.</td>
<td>Microsoft Excel, mail merging, letter merging, data source, mailing lists.</td>
<td></td>
</tr>
<tr>
<td><strong>Word 2013 Formatting Tips (WDPRD)</strong>&lt;br&gt;Description: Reinforce and enhance everyday skills required for arranging and aligning paragraphs of text within a document. Learn tips and tricks for formatting text consistently and efficiently; as well as controlling bulleted and numbered lists.</td>
<td>People who are familiar with Windows and have taken the Excel 2013 - Level I course, or have equivalent experience.</td>
<td>Microsoft Excel, document formatting, bullet points, numbered lists.</td>
<td></td>
</tr>
<tr>
<td><strong>Word 2013 Productivity Tips (WDPRD)</strong>&lt;br&gt;Description: Review features that will simplify structuring and editing in Word documents. Participants will utilize several tools and learn shortcuts for efficiently managing and maintaining documents.</td>
<td>People who are familiar with Windows and have taken the Excel 2013 - Level I course, or have equivalent experience.</td>
<td>Microsoft Word, document productivity, shortcuts, structuring, maintaining documents.</td>
<td></td>
</tr>
</tbody>
</table>

Fax your completed registration form to: 519-661-3486 (ext. 83486) or register online at: http://www.uwo.ca/its/courses/