



# Winter/Spring 2013 Training Catalog

To register for a course visit <http://webstore.illinois.edu/training>.

## Contents

Adobe Acrobat X Pro .....	3
Level 1.....	3
Access 2010 .....	3
Level 1.....	3
Level 2.....	4
Excel 2010.....	5
Level 1.....	5
Level 2.....	6
Getting Started .....	6
Formulas & Functions.....	7
Charts.....	8
Data Analysis .....	8
Microsoft Office 2010.....	9
Integrated Apps: Mail Merge .....	9
Lync 2010.....	9
Basics .....	9
Audio/Video/Web Conferencing using Lync .....	11
Lync 2011 (for the Mac) .....	12
Basics .....	12
OneNote 2010 .....	13
Outlook 2010 .....	14
Outlook 2010 Email Fundamentals .....	14
Outlook 2010 Organizing your Email.....	15
Outlook 2010 Contacts & Tasks.....	16
Outlook 2010 WebApp.....	17

Outlook 2010 Calendar.....	18
Outlook 2011 (for Mac) .....	19
Email .....	19
Calendar.....	20
PowerPoint 2010 .....	21
Getting Started .....	21
Level 1.....	21
Level 2.....	22
Project 2010 .....	22
Level 1.....	22
Publisher 2010.....	23
Getting Started .....	23
Level 1.....	24
Transition to Windows 8 and Office 2013 .....	24
Visio 2010 .....	25
Getting Started .....	25
Flow Charts.....	26
Intro to Office Layouts and Floor Plans .....	26
Level 1.....	27
Windows 8 Basics .....	27
Word 2010.....	28
Getting Started .....	28
Working with Forms .....	29
Level 1.....	29

## Adobe Acrobat X Pro

### Level 1

This 6 hour course is for individuals with little or no experience using Acrobat, but who need to create and share PDF files and PDF Portfolios. Upon successful completion of this course, attendees will open a PDF and explore the interface; create PDF documents in a variety of ways (from a file, using the Print command, from web pages and more); and navigate to and search for specific content in a PDF document (search multiple PDF documents, work with bookmarks, use links). We will learn how to update PDF documents (manipulate document pages, make basic editing changes to content, add page elements and extract content); optimize and convert PDF documents to other formats. Finally we will look at how to initiate a review of a PDF and how to optimize and convert a PDF to other file formats.

*Prerequisite: Familiarity with Windows and word processing basics*

*Instructor: Staff, WebStore Training Services*

*Hours: 6*

*Fee: \$159*

*Date / Time: January 15 & 17, 2013 (Tu/Th); 9:00 am – 12:00 pm*

*Registration Code: W-2454-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Cost: \$159*

*Date / Time: May 23, 2013 (Th); 9:00 am – 4:00 pm*

*Registration Code: W-2528-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Cost: \$159*

[Register by Department Charge](#) (CFOAP account and UI netid required)

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Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## Access 2010

### Level 1

The Level 1 course is for those whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such

as maintaining databases and using programming techniques that enhance Access applications. Upon successful completion of Level 1, attendees will be able to identify the components of the Access 2010 environment; identify the components of a database; organize and view data in tables; query a database; design forms; and generate reports.

*Prerequisite: Familiarity with Windows*

*Instructor: Staff, WebStore Training Services*

*Hours: 7*

*Fee: \$179*

*Date / Time: January 29 & 30, 2013 (TuW); 8:30 am – 12:00 pm*

*Registration Code: W-2461-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: February 26 & 28, 2013 (TuTh); 1:00 – 4:30 pm*

*Registration Code: W-2481-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 23 & 25, 2013 (TuTh); 1:00 – 4:30 pm*

*Registration Code: W-2509-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 14 & 16, 2013 (TuTh); 8:30 am – 12:00 pm*

*Registration Code: W-2523-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

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Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## **Level 2**

This intermediate-level course is targeted for individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces the integration of Access data with other applications such as Microsoft Word or Excel. Upon successful completion, attendees will be able to streamline data entry and maintain data integrity; join tables to retrieve data from unrelated tables; create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries; improve forms; customize reports to organize the displayed information and produce specific print layouts; and share data between Access and other applications.

*Prerequisite: Completion of Level 1 or equivalent experience*

*Instructor: Staff, WebStore Training Services*

Hours: 7  
Fee: \$179

Date / Time: March 27, 2013 (W); 8:30 am – 4:30 pm  
Registration Code: W-2494-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall

Date / Time: May 28 & 30, 2013 (Tu/Th); 1:00 – 4:30 pm  
Registration Code: W-2530-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall

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[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## Excel 2010

### Level 1

This 6-hour course is designed for those who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Excel 2010 worksheets. Upon successful completion of this course, attendees will be able to: create a basic worksheet using Excel 2010; perform calculations in an Excel worksheet; modify and format an Excel worksheet; manage an Excel workbook; and print the contents of an Excel workbook.

*Prerequisite: Familiarity with Windows*

*Instructor: Staff, Training Services*

Hours: 6

Fee: \$159

Date / Time: January 22 & 24, 2013 (TuTh); 1:00 – 4:00 pm  
Registration Code: W-2458-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall

Date / Time: February 19 & 21, 2013 (TuTh); 9:00 am – 12:00 pm  
Registration Code: W-2476-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall

Date / Time: April 10, 2013 (W); 9:00 am – 4:00 pm  
Registration Code: W-2503-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall

*Date / Time: May 1, 2013 (W); 9:00 am – 4:00 pm*  
*Registration Code: W-2515-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

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*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## **Level 2**

This intermediate-level course will cover topics such as calculating with advanced formulas, organizing worksheet and table data using various techniques, creating and modifying charts, analyzing data using PivotTables and PivotCharts, inserting graphic objects, and customizing and enhancing workbooks and the Excel 2010 environment.

*Prerequisite: Completion of Level 1, or equivalent experience*

*Instructor: Staff, Training Services*

*Hours: 6*

*Fee: \$159*

*Date / Time: March 6, 2012 (W); 9:00 am – 4:00 pm*

*Registration Code: W-2485-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 23, 2012 (Th); 9:00 am – 4:00 pm*

*Registration Code: W-2527-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

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*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## **Getting Started**

In this 2-hour short course you will learn how to comfortably move around in the Excel 2010 environment. Additional topics will include entering text and values in a worksheet, basic formatting, printing and using Help.

*Prerequisite: Familiarity with Windows*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: \$49*

*Date / Time: January 14, 2013 (M); 10:00 am – 12:00 pm*

*Registration Code: W-2451-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 7, 2013 (Tu); 1:00 – 3:00 pm*

*Registration Code: W-2518-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

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*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## **Formulas & Functions**

In this 2-hour short course you will learn how to add, divide, multiply, and subtract by entering formulas into Excel 2010 worksheets. Other topics will include an exploration of just a few of the hundreds of functions available in Excel. We will learn how to find a specific function, as well as how to get help while entering arguments. Finally, we will sample a function or two from some of the more commonly used categories of functions including statistical, logical, financial, and date & time.

*Prerequisite: Completion of Excel Getting Started, or equivalent knowledge*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: \$49*

*Date / Time: January 14, 2013 (M); 1:00 – 3:00 pm*

*Registration Code: W-2452-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 14, 2013 (Th); 10:00 am – 12:00 pm*

*Registration Code: W-2491-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## Charts

In this 2-hour workshop, you will learn how to select data in an Excel 2010 worksheet and work with Chart Tools to customize the chart type, chart layout, and chart style that best represents the data. Once the chart is exactly the way you want it, we will learn how to save it as a template to use again.

*Prerequisite: Completion of Excel Getting Started, or equivalent knowledge*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: \$49*

*Date / Time: May 9, 2013 (Th); 9:00 – 11:00 am*

*Registration Code: W-2521-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## Data Analysis

Although you might think of Excel as only a spreadsheet program used to record and calculate data, it is also an excellent tool for analyzing data. This short course will explore the use of pivot tables and pivot charts when summarizing large amounts of data. We will also look at one of the most appropriate categories of functions for analysis--statistical functions--including VAR, NORMDIST, and STDEV. And finally we will explore analysis tools such as Goal Seek, Solver, and Scenarios.

*Prerequisite: Completion of Excel Getting Started, or equivalent knowledge*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: \$49*

*Date / Time: May 9, 2013 (Th); 1:00 – 3:00 pm*

*Registration Code: W-2522-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## Microsoft Office 2010

### Integrated Apps: Mail Merge

This 3-hour short course will guide attendees through the mail merge process using many of the applications in Microsoft Office 2010. We will look at setting up the main document (whether it is a form letter, mailing labels, or an email message) and merging with the data source in Access, Excel, or Outlook contacts. We will see how easy it is to include only the information you want from the data source and how to use rules to insert data conditionally.

*Prerequisite: Familiarity with Windows, completion of Word 2010 Getting Started, Excel 2010 Getting Started, Outlook 2010 Email Fundamentals, Access 2010 Level 1, or equivalent knowledge.*

*Instructor: Staff, Training Services*

*Hours: 3*

*Fee: \$79*

*Date / Time: February 13, 2013 (W); 9:00 am – 12:00 pm*

*Registration Code: W-2475-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 4, 2013 (Th); 9:00 am – 12:00 pm*

*Registration Code: W-2500-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

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Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## Lync 2010

### Basics

Microsoft Lync 2010 provides a single interface on your computer that unites voice communications, instant messaging, and audio/video conferencing all at once. In this 3-hour hands-on instructor led workshop, attendees will learn how to start and sign on to Lync, learn

how to navigate the Lync 2010 program window, learn about presence (availability status), add contacts to their contact list, and find help resources.

Next attendees will learn how to use the voice and video features of Lync, including how to adjust audio settings, how to make and receive a phone call, a conference call, and a video call. Attendees will practice transferring and forwarding calls and learn how to check for missed calls and voicemail messages. Instant messaging is another form of communication in Lync. Attendees will learn how to start an instant message, how to reply, and how to format text in an instant message.

Attendees will experience sharing their desktop or program window with someone else and see how easy it is to share files using Lync. Finally, the integration between Microsoft Outlook 2010 and Lync will be explored, including how easy it is to communicate with others from within an email message or calendar event.

*Prerequisite: Familiarity with Windows and the mouse*

*An activated Lync account is also required ([www.go.illinois.edu/myuc](http://www.go.illinois.edu/myuc) to check account status before attending)*

*Instructor: Staff, Training Services*

*Hours: 3 hours*

*Fee: No charge for UIUC faculty, staff, & graduate students*

*Date / Time: January 8, 2013 (Tu); 1:00 – 4:00 pm*

*Registration Code: LY155A*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: January 22, 2013 (Tu); 9:00 am – 12:00 pm*

*Registration Code: LY157A*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: February 6, 2013 (W); 1:00 – 4:00 pm*

*Registration Code: LY158A*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: February 20, 2013 (W); 9:00 am – 12:00 pm*

*Registration Code: LY160A*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 4, 2013 (M); 1:00 – 4:00 pm*

*Registration Code: LY161A*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 27, 2012 (W); 9:00 am – 12:00 pm*

*Registration Code: LY163A*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 17, 2013 (W); 9:00 am – 12:00 pm*  
*Registration Code: LY165A*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 2, 2013 (Th); 9:00 am – 12:00 pm*  
*Registration Code: LY166A*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 24, 2013 (F); 9:00 am – 12:00 pm*  
*Registration Code: LY168A*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register](#) (UI netid required)

*This course is available to University of Illinois at Urbana-Champaign faculty and staff only.*

## **Audio/Video/Web Conferencing using Lync**

This short course demonstrates how easy it is to set up and attend an online meeting using Lync 2010. Meeting schedulers will learn how to escalate an instant message or phone conversation into an audio or video conference; schedule an online meeting in Outlook 2010 using default options; customize advanced meeting options for unique meeting requirements; and schedule a meeting on behalf of another. Different meeting roles (attendee versus presenter) will be discussed; we will learn how to use a virtual waiting room known as a “lobby” for control over who attends a meeting; explore settings for audio participation only (for those attendees who do not have Lync installed); how to set up meeting tools (whiteboards, desktop, document, and application sharing); and how to create a recording of the meeting. Attendees will also learn how to join a scheduled meeting as an invited participant. This course is offered at no cost to faculty, staff and graduate students.

*Prerequisite: Familiarity with Windows and the mouse*

*An activated Lync account is also required ([www.go.illinois.edu/myuc](http://www.go.illinois.edu/myuc) to check account status before attending)*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: No charge for UIUC faculty, staff, & graduate students*

*Date / Time: January 10, 2013 (Th); 1:00 – 3:00 pm*  
*Registration Code: LYC013A*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: January 25, 2013 (F); 9:00 – 11:00 am*  
*Registration Code: LYC014A*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: February 14, 2013 (Th); 1:00 – 3:00 pm*  
*Registration Code: LYC015A*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 6, 2013 (W); 1:00 – 3:00 pm*  
*Registration Code: LYC016A*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 28, 2013 (Th); 9:00 – 11:00 am*  
*Registration Code: LYC017A*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 23, 2013 (Tu); 10:00 am – 12:00 pm*  
*Registration Code: LYC018A*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 10, 2013 (F); 9:00 – 11:00 am*  
*Registration Code: LYC019A*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 30, 2013 (Th); 1:00 – 3:00 pm*  
*Registration Code: LYC020A*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register](#) (UI netid required)

*This course is available to University of Illinois at Urbana-Champaign faculty and staff only.*

## **Lync 2011 (for the Mac)**

### **Basics**

Microsoft Lync 2011 provides a single interface on your computer that unites voice communications, instant messaging, and audio/video conferencing all at once. In this 3-hour hands-on instructor led workshop, attendees will learn how to start and sign on to Lync, learn how to navigate the Lync 2011 program window, learn about presence (availability status), add contacts to their contact list, and find help resources.

Next attendees will learn how to use the voice and video features of Lync, including how to adjust audio settings, how to make and receive a phone call, a conference call, and a video call. Attendees will practice transferring and forwarding calls. Instant messaging is another form of communication in Lync. Attendees will learn how to start an instant message, how to reply, and how to format text in an instant message.

Attendees will experience sharing their desktop or program window with someone else and see how easy it is to share files using Lync. Finally, the integration between Microsoft Outlook 2011 for the Mac and Lync 2011 will be explored, including how easy it is to communicate with others from within an email message or calendar event.

*Prerequisite:* Familiarity with the Mac OS and the mouse

*An activated Lync account is also required ([www.go.illinois.edu/myuc](http://www.go.illinois.edu/myuc) to check account status before attending)*

*Instructor:* Staff, Training Services

*Hours:* 3 hours

*Fee:* No charge for UIUC faculty, staff, & graduate students

*Date / Time:* January 16, 2013 (W); 1:00 – 4:00 pm

*Registration Code:* LY156M

*Location:* UIUC (Champaign) -- Suite 26 Illini Hall

*Date / Time:* February 12, 2013 (Tu); 1:00 – 4:00 pm

*Registration Code:* LY159M

*Location:* UIUC (Champaign) -- Suite 26 Illini Hall

*Date / Time:* March 7, 2013 (Th); 9:00 am – 12:00 pm

*Registration Code:* LY162M

*Location:* UIUC (Champaign) -- Suite 26 Illini Hall

*Date / Time:* April 9, 2013 (Tu); 1:00 – 4:00 pm

*Registration Code:* LY164M

*Location:* UIUC (Champaign) -- Suite 26 Illini Hall

*Date / Time:* May 17, 2013 (F); 9:00 am – 12:00 pm

*Registration Code:* LY172M

*Location:* UIUC (Champaign) -- Suite 26 Illini Hall

[Register](#) (UI netid required)

*This course is available to University of Illinois at Urbana-Champaign faculty and staff only.*

## **OneNote 2010**

Note taking is something that a lot of us do, either sitting in a lecture trying to keep up with the professor, taking minutes at a meeting, or even just writing a "to-do" list. How people take notes varies just as much: on paper, in a word processing document, on sticky notes, or in e-mail messages. Microsoft OneNote 2010 can help all note takers. Using a desktop, laptop or tablet PC, you can collect or manage information all in one place. Topics will include exploring the 2010 interface; how to create a simple notebook; how to take notes; organizing content; searching for information; and using OneNote 2010 to share notes with others.

*Prerequisite: Familiarity with Windows and word processing*

*Instructor: Staff, Training Services*

*Hours: 3 hours*

*Fee: \$79*

*Date / Time: January 23, 2013 (W); 9:00 am – 12:00 pm*

*Registration Code: W-2459-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 7, 2013 (Th); 1:00 – 4:00 pm*

*Registration Code: W-2486-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 4, 2013 (Th); 1:00 – 4:00 pm*

*Registration Code: W-2501-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 7, 2013 (Tu); 9:00 am – 12:00 pm*

*Registration Code: W-2517-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

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Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## **Outlook 2010**

### **Outlook 2010 Email Fundamentals**

In this 2-hour workshop aimed at beginners, we will start by exploring the Outlook 2010 interface, including extensive use of the Ribbon. We will continue by learning how to compose, send, and receive e-mail messages, how to save a draft email, how to reply to and forward e-mails, how to spell-check before sending, and how to attach one or more files to an e-mail message. Additional topics will include adding signatures, printing, using Out of Office Assistant, and basic search tools.

*Prerequisite: Familiarity with Windows. A Microsoft Exchange account is required.*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: No charge for UIUC faculty, staff, & graduate students  
Fee: \$49 for all other registrants*

*Date / Time: January 16, 2013 (W); 10:00 am – 12:00 pm  
Registration Code: W-2456-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: February 12, 2013 (Tu); 10:00 am – 12:00 pm  
Registration Code: W-2473-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: February 26, 2013 (Tu); 10:00 am – 12:00 pm  
Registration Code: W-2479-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 12, 2013 (Tu); 10:00 am – 12:00 pm  
Registration Code: W-2488-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 3, 2013 (W); 10:00 am – 12:00 pm  
Registration Code: W-2498-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 16, 2013 (Tu); 10:00 am – 12:00 pm  
Registration Code: W-2505-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 15, 2013 (W); 10:00 am – 12:00 pm  
Registration Code: W-2525-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register](#) (UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## **Outlook 2010 Organizing your Email**

Ever wish you had a smarter, more efficient way to arrange your Outlook 2010 inbox? In this two-hour workshop, you will learn how to use the new conversation view; how to insert a screenshot into a message; sorting messages; advanced searching techniques; working with folders; using flags, color categories, and rules.

*Prerequisite: Completion of Outlook 2010: Email Fundamentals, or equivalent knowledge.*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: No charge for UIUC faculty, staff, & graduate students  
Fee: \$49 for all other registrants*

*Date / Time: January 29, 2013 (Tu); 1:00 – 3:00 pm  
Registration Code: W-2462-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 13, 2013 (W); 10:00 am – 12:00 pm  
Registration Code: W-2490-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 24, 2013 (W); 10:00 am – 12:00 pm  
Registration Code: W-2510-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 12, 2013 (Tu); 10:00 am – 12:00 pm  
Registration Code: W-2488-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register](#) (UI netid required)

*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## **Outlook 2010 Contacts & Tasks**

Creating a contacts list in Outlook 2010 can save you time when sending an email message. Once you've entered a name as a contact, you can add business or personal information such as phone numbers and addresses. In this 2-hour short course you will learn how to work in the Contacts window to add a new contact (manually and from a received email message); change contacts view; use color categories to organize your contacts; search for a contact; and print a contacts list. We will also look at contact groups (email distribution lists).

The Tasks features of Outlook 2010 help you create lists of task-related items. We will look at the different views in the Task window; we will add tasks (including recurring tasks); attach items to a task; assign and track a task; and print tasks.

*Prerequisite: Completion of Outlook 2010: Email or both Outlook 2010: Email Fundamentals and Organizing Your Email, or equivalent knowledge. A Microsoft Exchange account is required.*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: No charge for UIUC faculty, staff, & graduate students*

*Fee: \$49 for all other registrants*

*Date / Time: February 1, 2013 (F); 1:00 – 3:00 pm*  
*Registration Code: W-2466-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 27, 2013 (W); 1:00 – 3:00 pm*  
*Registration Code: W-2495-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 24, 2013 (W); 1:00 – 3:00 pm*  
*Registration Code: W-2511-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register](#) (UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## **Outlook 2010 WebApp**

With Outlook 2010 Web App, you can use a Web browser to access your Microsoft Exchange Server mailbox from any computer with an Internet connection. You can use Outlook 2010 Web App with Internet Explorer or many other browsers for UNIX, Apple Macintosh, or computers running Microsoft Windows. In this new 3 hour workshop we will start with the fundamentals: logging in, exploring the interface, composing and sending e-mail, receiving and replying to e-mail and basic search tools and printing. Advanced e-mail topics will include using and managing rules, inserting a signature, and customizing the application. We will work with contacts (adding, editing, deleting); and learn how to create a contact group. Next we will explore the calendar feature: viewing a calendar, scheduling appointments and meetings (including recurring), setting reminders, responding to a meeting request, and sharing calendars. Finally, we will see how easy it is to work in the Tasks window: adding and updating tasks (including recurring tasks), and marking tasks as complete.

*Prerequisite: A Microsoft Exchange 2010 account, and familiarity with browsers and using a mouse.*

*Instructor: Staff, Training Services*

*Hours: 3 hours*

*Fee: No charge for UIUC faculty, staff, & graduate students*

*Fee: \$79 for all other registrants*

*Date / Time: January 23, 2013 (W); 1:00 – 4:00 pm*  
*Registration Code: W-2460-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 28, 2013 (Th); 1:00 – 4:00 pm*  
*Registration Code: W-2496-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 29, 2013 (W); 9:00 am – 12:00 pm*  
*Registration Code: W-2531-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register](#) (UI netid required)

*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## **Outlook 2010 Calendar**

Attendees will become familiar with the Outlook 2010 calendar interface (including the enhanced Ribbon tools). You will also learn how to schedule and edit an appointment; work with calendar labels, follow up flags, and color categories for all Outlook elements such as calendar items, messages, contacts and tasks. We will create additional calendars, work with calendar groups, view multiple calendars in different ways, and learn how to share a calendar with others (including sending a snapshot of your calendar via email).

*Prerequisite: Completion of Outlook 2010: Email or Email Fundamentals, or equivalent knowledge. A Microsoft Exchange account is required.*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: No charge for UIUC faculty, staff, & graduate students*

*Fee: \$49 for all other registrants*

*Date / Time: January 16, 2013 (W); 1:00 – 3:00 pm*  
*Registration Code: W-2457-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: February 12, 2013 (Tu); 1:00 – 3:00 pm*  
*Registration Code: W-2474-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: February 26, 2013 (Tu); 1:00 – 3:00 pm*  
*Registration Code: W-2480-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 14, 2013 (Th); 1:00 – 3:00 pm*  
*Registration Code: W-2492-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 3, 2013 (W); 1:00 – 3:00 pm*  
*Registration Code: W-2499-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 16, 2013 (Tu); 1:00 – 3:00 pm*  
*Registration Code: W-2506-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 15, 2013 (W); 1:00 – 3:00 pm*  
*Registration Code: W-2526-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register](#) (UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## **Outlook 2011 (for Mac)**

### **Email**

Attendees will learn how to create and format an email message; work with file attachments (including opening and saving); send an email message; read / reply/ forward an email message; and print messages. We will also see how useful it is to organize email by moving messages into folders and searching folders for stored messages. Other topics will include flagging messages for follow-up, organizing messages using rules and by conversation, and storing contacts information.

*Prerequisite: A Microsoft Exchange account is required.*

*Instructor: Staff, Training Services*

*Hours: 3 hours*

*Fee: No charge for UIUC faculty, staff, & graduate students*

*Fee: \$79 for all other registrants*

*Date / Time: January 30, 2013 (W); 9:00 am – 12:00 pm*  
*Registration Code: M-2463-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 5, 2013 (Tu); 9:00 am – 12:00 pm*  
*Registration Code: M-2483-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 30, 2013 (Tu); 9:00 am – 12:00 pm*  
*Registration Code: M-2512-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 14, 2013 (Th); 1:00 – 3:00 pm*  
*Registration Code: W-2492-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register](#) (UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## Calendar

Attendees will learn how to schedule and edit an appointment (including recurring); work with color categories for all Outlook elements such as calendar items, messages, contacts and tasks. We will create additional calendars, use calendar groups, and learn how to share a calendar with others (including sending a snapshot of your calendar via email).

*Prerequisite: Completion of Outlook 2011: Email, or equivalent knowledge. A Microsoft Exchange account is required.*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: No charge for UIUC faculty, staff, & graduate students*

*Fee: \$49 for all other registrants*

*Date / Time: January 30, 2013 (W); 1:00 – 3:00 pm*  
*Registration Code: M-2464-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 5, 2013 (Tu); 1:00 – 3:00 pm*  
*Registration Code: M-2484-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 30, 2013 (Tu); 1:00 – 3:00 pm*  
*Registration Code: M-2513-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register](#) (UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

# PowerPoint 2010

## Getting Started

Have you been asked to put together a PowerPoint presentation, but you're not sure how to start? Take this short course and learn the basics, including how to use the new 2010 interface to create slides and put content on them; format and custom design the slides; and prepare speaker notes and handouts.

*Prerequisite: Familiarity with Windows and word processing*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: \$49*

*Date / Time: February 1, 2013 (F); 10:00 am – 12:00 pm*

*Registration Code: W-2465-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: March 12, 2013 (Tu); 1:00 - 3:00 pm*

*Registration Code: W-2489-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## Level 1

In this 6-hour course, attendees will explore the PowerPoint 2010 interface and become familiar with the new File tab (also known as Backstage View). We will create a presentation; format text on slides; add and modify graphical objects in a presentation; work with tables and charts; and prepare to deliver a presentation.

*Prerequisite: Basic knowledge of using your Windows PC*

*Instructor: Staff, Training Services*

*Hours: 6*

*Fee: \$159 (includes workbook)*

*Date / Time: February 12 & 14, 2013 (TuTh); 9:00 am – 12:00 pm*  
*Registration Code: W-2472-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 9 & 11, 2013 (TuTh); 9:00 am – 4:00 pm*  
*Registration Code: W-2502-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## **Level 2**

This 6-hour course is designed to help users prepare more effective presentations. Upon successful completion of this course, students will be able to customize the PowerPoint environment, customize a design template, work with SmartArt graphics and special effects, and customize a slide show. Collaboration tools will also be explored.

*Prerequisite: Completion of Level 1 workshop, or equivalent knowledge*

*Instructor: Staff, Training Services*

*Hours: 6*

*Fee: \$159 (includes workbook)*

*Date / Time: May 14 & 16, 2013 (TuTh); 1:00 – 4:00 pm*  
*Registration Code: W-2524-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## **Project 2010**

### **Level 1**

This 6 hour course is designed for someone who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. Upon successful completion of this course, attendees will be able

to identify the basic features and components of the Project 2010 environment; create a new project plan file and enter project information; manage tasks by organizing and setting task relationships; manage resources for a project; and finalize a project plan.

*Prerequisite: Familiarity with Windows and word processing concepts; completion of a Project Management Basics course, or equivalent knowledge*

*Instructor: staff, Training Services*

*Hours: 6*

*Fee: \$159*

*Date / Time: February 27, 2013 (W); 9:00 am – 12:00 pm*

*Registration Code: W-2482-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## **Publisher 2010**

### **Getting Started**

Microsoft Publisher 2010 helps you create professional-looking publications quickly and easily. With Publisher, you can create, design, and publish professional marketing and communication materials. In this 2-hour workshop, attendees will learn how to find and apply built-in Publisher templates, as well as how to create a blank publication template. Once the publication template is created, we will look at working with graphical elements and building blocks to complete the content. Finally print options for your publications will be explored.

*Prerequisite: Familiarity with Windows, also the use of graphical elements & templates*

*Instructor: Staff, Training Services*

*Hours: 2*

*Fee: \$49*

*Date / Time: February 6, 2013 (W); 10:00 am – 12:00 pm*

*Registration Code: W-2469-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## Level 1

In this 6-hour course we will look at how to create a basic publication using Publisher 2010. We will explore the many templates available; and change from one type of publication to another by a click of a button. We will modify a publication's layout and structure including text boxes, columns, and other common layout elements. Finally we will look at various formatting options including schemes.

*Prerequisite: Familiarity with Windows and word processing*

*Instructor: Staff, Training Services*

*Hours: 6*

*Fee: \$159*

*Date / Time: March 11 & 13, 2013 (MW); 1:00 – 4:00 pm*

*Registration Code: W-2487-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 18, 2013 (Th); 9:00 am – 4:00 pm*

*Registration Code: W-2508-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## Transition to Windows 8 and Office 2013

This 6 hour course is designed for those who wish to make the switch from running Windows 7 operating system on a PC along with gaining foundational knowledge and skills using the new Office 2013 (Excel, Outlook, PowerPoint, Word) set of applications.

Upon successful completion of this course, attendees with a prior knowledge of Windows 7 and Office 2007 or 2010 will be able to perform tasks in the Windows 8 environment using the applications in Office 2013. Topics covered will include navigating and customizing the Windows 8 environment; explore common features of Windows 8; find out what's new in Office 2013; and try out some of the new features in Word, PowerPoint, Excel, and Outlook.

*Prerequisite: Working knowledge of Windows 7, working knowledge of Office 2007 or 2010*  
*Instructor: Staff, Training Services*  
*Hours: 6*  
*Fee: \$159*

*Date / Time: April 17, 2013 (W); 9:00 am - 4:00 pm*  
*Registration Code: W-2507-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 6 & 8, 2013 (MW); 1:00 - 4:00 pm*  
*Registration Code: W-2516-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## **Visio 2010**

### **Getting Started**

Visio 2010 is easier than ever to use! It comes with diagram-specific shapes and tools that enable you to quickly create professional-looking flowcharts, organization charts, timelines, and more. In this two-hour workshop, we will learn how to create some basic shapes, and connect, distribute, and align them using the new AutoConnect feature. We will also format some shapes using the new Themes feature.

*Prerequisite: Familiarity with Windows*  
*Instructor: Staff, Training Services*  
*Hours: 2*  
*Fee: \$49*

*Date / Time: February 7, 2013 (Th); 10:00 am – 12:00 pm*  
*Registration Code: W-2467-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 8, 2013 (W); 10:00 am – 12:00 pm*  
*Registration Code: W-2519-C*  
*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## Flow Charts

As a member of a project team, you have probably participated in brainstorming sessions. But what do you do with your brainstorming results? Do you record them on flip charts or a whiteboard and then copy them into a document later? A different approach is to use Visio 2010 to create a brainstorming diagram that records your team's free associative thinking process and results. Besides documenting results, you can also diagram relationships between ideas, and show dependencies. Later on, you can send the diagram in an e-mail message or import it into Microsoft Word to include comments and explanations.

Need a clearer understanding of an important business process? With Visio 2010 you can take a fresh look at the process in a way that helps make sense of it all. By visually mapping your process steps and relationships in as much detail as you need, you and your team can zero in on what's working and what's not. Using a flowchart, you can more easily see where important steps might be missing, and recognize ways to make every step of the process more efficient. This short course will show you how to make the most of your project team's hard work.

*Prerequisite: Completion of Visio 2010 or Level 1, or equivalent knowledge*

*Instructor: Staff, Training Services*

*Hours: 2*

*Fee: \$49*

*Date / Time: February 7, 2013 (Th); 1:00 - 3:00 pm*

*Registration Code: W-2470-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## Intro to Office Layouts and Floor Plans

Visio 2010 includes everything you need to create basic professional-looking office layouts along with additional templates and shapes to create detailed floor, space, and site plans. In this short course we will use tools like the Office Layout template to create simple or detailed scaled layouts for individual offices, adding details like walls, electrical symbols, cubicle layouts, and office furniture to help visualize the overall office layout.

*Prerequisite: Completion of Visio 2010 Getting Started, or equivalent knowledge*

*Instructor: Staff, Training Services*

*Hours: 2*

*Fee: \$49*

*Date / Time: May 8, 2013 (W); 1:00 – 3:00 pm*

*Registration Code: W-2520-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## **Level 1**

Visio 2010 helps you to create professional-looking diagrams for understanding, documenting, and analyzing information, data, systems, and processes. In this 6-hour course, we will look at the new interface (including the Getting Started window); work with shapes by creating a map; manage and format shapes; and create diagrams including a flowchart and organization chart.

*Prerequisite: Familiarity with Windows*

*Instructor: Staff, Training Services*

*Hours: 6*

*Fee: \$159*

*Date / Time: February 19 & 21, 2013 (TuTh); 1:00 – 4:00 pm*

*Registration Code: W-2477-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: April 2, 2013 (Tu); 9:00 am – 4:00 pm*

*Registration Code: W-2497-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

*Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).*

## **Windows 8 Basics**

This half-day course is designed for those who are interested in learning about and using the features and functionality of the Windows 8 operating system on a PC. Topics will include signing in to Windows 8; navigating the Start Screen; and exploring charms, modern apps, and common navigation features. We will also learn about working with desktop applications, including managing files and file folders with File Explorer. We will finish by learning how to customize the Windows 8 environment and exploring security features.

*Prerequisite: Familiarity with Windows XP or 7 would be helpful*

*Instructor: Staff, Training Services*

*Hours: 3 hours*

*Fee: \$79*

*Date / Time: April 11, 2013 (Th); 1:00 – 4:00 pm*

*Registration Code: W-2504-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## Word 2010

### Getting Started

In this 2-hour workshop we will explore the Word 2010 interface while we type text on a page, fix spelling errors, change spacing and page margins, and save your work. We will practice navigating the document; select text to make revisions; and move text by cutting and pasting. Formatting tools will be next, where we will learn how to emphasize text with bold, italic, or underline formatting; and create bulleted and numbered lists.

*Prerequisite: Familiarity with Windows*

*Instructor: Staff, Training Services*

*Hours: 2 hours*

*Fee: \$49*

*Date / Time: January 15, 2013 (Tu); 10:00 am – 12:00 pm*

*Registration Code: W-2453-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: May 28, 2013 (Tu); 10:00 am – 12:00 pm*

*Registration Code: W-2529-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## Working with Forms

Microsoft Word 2010 has a multitude of Form Content Controls which enables users to instantly create simple interactive forms for data input. In this new 2-hour workshop, attendees will learn how to insert checkboxes, date pickers, drop-down lists, combo boxes, text boxes and labels into a Word document to create a fillable form

*Prerequisite: Familiarity with Windows, completion of "Word 2010: Getting Started" workshop, and experience using Word tables, or equivalent knowledge*

*Instructor: Staff, Training Services*

*Hours: 2*

*Fee: \$49*

*Date / Time: January 15, 2013 (Tu); 1:00 – 3:00 pm*

*Registration Code: W-2455-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

*Date / Time: February 20, 2013 (W); 1:00 – 3:00 pm*

*Registration Code: W-2478-C*

*Location: UIUC (Champaign) -- Suite 26 Illini Hall*

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

## Level 1

Attendees at this 6-hour course will create, edit, and enhance standard business documents using Office Word 2010. Other topics will include learning how to create a basic Word document; edit a document; format text and paragraphs; insert a table, special characters and graphical objects; control the page setup and appearance of a document; and proofread documents for accuracy.

*Prerequisite: Familiarity with Windows*

*Instructor: Staff, Training Services*

Hours: 6  
Fee: \$159

Date / Time: February 5 & 7, 2013 (TuTh); 1:00 – 4:00 pm  
Registration Code: W-2468-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall

Date / Time: April 30 & May 2, 2013 (TuTh); 1:00 – 4:00 pm  
Registration Code: W-2514-C  
Location: UIUC (Champaign) -- Suite 26 Illini Hall

[Register by Department Charge](#) (CFOAP account and UI netid required)

[Register by Credit Card Charge](#) (Personal credit card and UI netid required)

Non-university individuals must register by phone (217-333-6285) or email ([training@illinois.edu](mailto:training@illinois.edu)).

**To register for a course visit  
<http://webstore.illinois.edu/training>.**