

Your computer training opportunities available in JULY 2009

Your STAP funds expire 8/31/09—use 'em or lose 'em!

TechPort—Stanford's Online Training Service. Available 24/7 through August 31, 2009 for \$195. This service will be discontinued in FY10 but, you still have July and August to access thousands of books and courses. For more information, visit techport.stanford.edu, or call IT Services Technology Training at (650) 723-4391.

COURSE TITLE	NUMBER	DATE	TIME	FEE
Fundamentals of Computing				
Mac OS X Fundamentals (Leopard)	ITS-0401	M Jul 27	1:30–4:30 PM	\$195
Spreadsheets				
Excel 2007: Pivot Tables	ITS-1147	T Jul 7	9 AM–4 PM	\$325
Excel 2007: What? You Don't Know Excel Yet? (Level 1)	ITS-1141	W Jul 8	9 AM–4 PM	\$325
		Th Jul 30	9 AM–4 PM	\$325
Excel Transition from 2003 to 2007	ITS-1137	W Jul 15	8:30 AM–12 PM	\$195
Excel 2007: Tables, Functions and Linking (Level 2)	ITS-1142	Th Jul 16	9 AM–4 PM	\$325
		M Jul 27	9 AM–4 PM	\$325
Excel 2007: Become a Power User (Level 3)	ITS-1143	T Jul 21	9 AM–4 PM	\$325
Excel 2007: Seven Essential Time-saving Skills for Effective Excel Use	ITS-1146	W Jul 22	9 AM–4 PM	\$325
Excel 2007 for Finance Level 1	ITS-1133	Th Jul 23	9 AM–4 PM	\$325
Word Processing				
Word Transition from 2003 to 2007	ITS-0927	W Jul 15	1–4:30 PM	\$195
Database Management				
FileMaker Pro Lite v9.0: An Overview	ITS-1800	M Jul 13	9 AM–12 PM	\$195
Access 2007 Level 1	ITS-1721	F Jul 17	9 AM–4 PM	\$325
FileMaker Pro Level 1 v9.0	ITS-1801	Th Jul 23	9 AM–4 PM	\$325
Project Management				
Project 2007 Level 1	ITS-2021	T Jul 21	9 AM–4 PM	\$325

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hands-on and lecture computer training courses

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JULY
 2009

COURSE TITLE	NUMBER	DATE	TIME	FEE
Electronic Mail and Calendaring				
Apple iCal	ITS-2114			
Apple Mail	ITS-2113			
Cool Tips and Tricks for Stanford Email and Calendar	ITS-2117			
Introduction to the New Stanford Email and Calendar	ITS-2115			
Moving from Sundial to Stanford Calendar	ITS-2116			
Outlook 2007 Calendar	ITS-2118			
Outlook 2007 Mail	ITS-2111			
Stanford Calendar	ITS-2300			
Stanford Email (Webmail)	ITS-2110			
Thunderbird Mail	ITS-2112			
Go online to emailcalendartraining.stanford.edu for a complete list of all upcoming Email and Calendar classes.				
Presentations and Publications				
InDesign Level 1	ITS-1457	Th Jul 16	9 AM–4 PM	\$325
Photoshop 101: Start Here (Photoshop Lite)	ITS-1460	F Jul 17	9 AM–12 PM	\$195
Adobe Acrobat & PDFs: Creating Forms and Automating Tasks (Beyond the Basics)	ITS-1403	Th Jul 23	9 AM–12 PM	\$195
InDesign Level 2	ITS-1458	T Jul 28	9 AM–4 PM	\$325
Internet/Web				
Web Design Level 1: HTML Your Way to the Web (The Basics)	ITS-2501	F Jul 10	9 AM–12 PM	\$195
Dreamweaver 101: Start Here (Dreamweaver Lite)	ITS-2601	F Jul 10	1:30–4:30 PM	\$195
Flash Workshop (2-day class)	ITS-2631	M Jul 13 & T Jul 14	9 AM–4 PM	\$525
Dreamweaver Level 1	ITS-2610	F Jul 17	9 AM–4 PM	\$325
Drupal: An Introductory Workshop	ITS-3020	M Jul 20	9 AM–4 PM	\$395
		M Jul 28	9 AM–4 PM	\$395
Web Design Level 2: Enhancing Your HTML Skills (Making Your Website Work)	ITS-2502	Th Jul 23	1:30–4:30 PM	\$195
Web Design Level 3: Cascading Style Sheets (CSS)	ITS-2506	Th Jul 30	1:30–4:30 PM	\$195
Web Design: Help! I have to take over the department web site - NOW WHAT???? (Lecture)	ITS-2500	Th Jul 30	9 AM–12 PM	\$125
IT Professional				
XML Technologies	ITS-2531	F Jul 24	9 AM–4 PM	\$325
Becoming a Unix/Linux User: The Beginning	ITS-2560	W Jul 29	9 AM–4 PM	\$325
Administrative Systems and Reporting				
ReportMart1 Introduction	ITS-8401	T Jul 14	1:30–4:30 PM	n/a
OrderIT Site Training	ITS-8301	Th Jul 16	8:30 AM–12 PM	n/a

HOW TO REGISTER

To enroll in courses and for complete course descriptions and schedules, go to axess.stanford.edu. Log in and click on the "STARS (Training)" tab. In "Search Catalog," type in the course number or title to begin the enrollment process.