

Your computer training opportunities available in NOV 2009

hands-on and lecture computer training courses

NOV
2009

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.

To see a sortable list of the most current classes, go to itsupcoming.stanford.edu.

Call Technology Training at **723-4391** or send email to techtraining@stanford.edu if you need assistance. More information is available at techtraining.stanford.edu.

Web Professional in the Stanford Environment webcertificate.stanford.edu

Attend a FREE Web Certification Coaching / Information Meeting to:

- Get your questions answered about your preparedness
- Plan the next steps in your curriculum
- Meet others with the same goal and network with them
- Find out more about what it takes to pass

Next Coaching / Informational meeting:

Friday, November 20, 12–1 PM

Location: Turing Auditorium (Polya Hall, Room 111)

Next Certification Workshop:

Web Professional in the Stanford Environment (ITS-2606)

Friday, December 11, 9:00 AM – 4:00 PM, \$325

Location: POST (Redwood Hall, Room G6)

COURSE TITLE	NUMBER	DATE	TIME	FEE	
Fundamentals of Computing					
Using Technology to Increase Your Productivity (Lecture)	ITS-0803	T Nov 3	1:30–4:30 PM	\$125	
Office 2007: What's new? (Lecture)	ITS-0305	W Nov 4	9 AM–12 PM	\$125	
Spreadsheets					
Excel 2007: Charting from A to Z	ITS-1150	T Nov 3	9 AM–4 PM	\$325	
Excel 2007: Formatting Professional-looking Spreadsheets (Lecture)	ITS-1152	W Nov 4	1–4 PM	\$125	
Excel 2007: Pivot Tables	ITS-1147	F Nov 6	9 AM–4 PM	\$325	
Excel 2007: Tables, Functions and Linking (Level 2)	ITS-1142	M Nov 9	9 AM–4 PM	\$325	
Excel 2007: Level 1, Part B: Worksheets, Printing, and Charting Basics	ITS-1158	W Nov 11	8:30 AM–12 PM	\$195	
Excel 2007: Getting Started with Macros	ITS-1145	W Nov 11	9 AM–4 PM	\$325	
Excel 2007 for Finance Level 1	ITS-1133	Th Nov 12	9 AM–4 PM	\$325	
Excel 2007: Advanced Macros	ITS-1155	W Nov 18	9 AM–4 PM	\$325	
Excel 2007: Advanced Pivot Tables	ITS-1156	Th Nov 19	9 AM–4 PM	\$325	
Word Processing					
Word Transition from 2003 to 2007	ITS-0927	W Nov 11	1–4:30 PM	\$195	
Database Management					
Access 2007 Level 1	ITS-1721	T Nov 3	9 AM–4 PM	\$325	
Electronic Mail and Calendaring					
Introduction to Stanford Webmail (Lecture)	ITS-2020	Go online to emailcalendartraining.stanford.edu for a complete list of all upcoming Email and Calendar classes.			
Stanford Email (Webmail)	ITS-2110				
Outlook 2007 Mail	ITS-2111				
Outlook 2007 Calendar	ITS-2118				
Cool Tips and Tricks for Stanford Email and Calendar (Lecture)	ITS-2117				
Stanford Calendar	ITS-2300				
Introduction to Stanford Calendar (Lecture)	ITS-2121				
Thunderbird Mail	ITS-2112				
Presentations and Publications					
Photoshop Level 2	ITS-1463		W Nov 18	9 AM–4 PM	\$325
InDesign Level 2	ITS-1458	F Nov 20	9 AM–4 PM	\$325	
Internet/Web					
Web Design Level 2: Enhancing Your HTML Skills (Making Your Website Work)	ITS-2502	Th Nov 5	1:30–4:30 PM	\$195	
Dreamweaver Level 2	ITS-2611	F Nov 6	9 AM–4 PM	\$325	
Web Design Level 3: Cascading Style Sheets (CSS)	ITS-2506	T Nov 10	1:30–4:30 PM	\$195	
Web Design: Forms Using PHP and HTML (formerly Forms and Basic CGI Scripting)	ITS-2504	Th Nov 12	1:30–5 PM	\$195	
Web: Securing Computers, Documents, and Web Sites	ITS-2505	M Nov 16	1:30–4:30 PM	\$195	
Wikis: Using a Wiki at Stanford	ITS-0805	T Nov 17	9 AM–12 PM	\$195	
IT Professional					
PHP Workshop (2-day class)	ITS-2511	W Nov 4 & Th Nov 5	9 AM–4 PM	\$525	
Drupal: Intermediate Workshop	ITS-3021	T Nov 10	9 AM–4 PM	\$395	
XML Technologies	ITS-2531	F Nov 13	9 AM–4 PM	\$325	
JavaScript	ITS-2541	M Nov 16	9 AM–4 PM	\$325	
Administrative Systems and Reporting					
ReportMart1 Introduction	ITS-8401	M Nov 9	1:30–4:30 PM	n/a	
OrderIT Site Training	ITS-8301	Th Nov 19	8:30 AM–12 PM	n/a	

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