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REGISTER FOR FACE-TO-FACE WORKSHOPS

Adobe

Acrobat 1 (Basics)
Jan 21, Thurs 12:40pm – 2:40pm
March 2, Wed 1:30pm – 3:30pm
Adobe Acrobat is an application to view, create, manipulate, print, and manage files in Portable Document Format (PDF). This is an introductory workshop to using different tools.

InDesign 1 (Basics)
March 8, Tues 9:40am – 11:40am
InDesign can be used to create works such as posters, flyers, brochures, magazines, newspapers, and books. This is an introductory workshop that will give you a basic understanding of InDesign and how to use the tools.

Muse (Basics)
April 13, Wed 10:10am – 12:10pm
Learn how to build a website without touching HTML or CSS. Adobe Muse is a fun and easy way for designers to build websites from start to publish. It allows you to optimize your site for desktop, tablets, and phones.

Photoshop 1 (Selections and Manipulations)
Feb 8, Mon 10:10am – 12:10pm
March 22, Tues 12:40pm – 2:40pm
Participants will examine the Photoshop interface. Selections from the toolbar will be defined, discussed, and applied to a graphic. Invaluable shortcuts for opening, viewing, and selecting will be taught. Learn to work with palettes and palette menus. Learn and apply the creative skills needed for manipulating graphics. These skills include selecting, editing, and rotating shapes, then adding the shapes to another graphic.

Photoshop 2 (Layers, Frames, and Edges)
Feb 10, Wed 10:10am – 12:10pm
March 24, Thurs 12:40pm – 2:40pm
Participants will learn advanced layer techniques to selectively hide and reveal portions of artwork, align images, and add layer effects to a type layer.

Photoshop 3 (Banners, Brushes, and Colors)
Feb 15, Mon 10:10am – 12:10pm
March 29, Tues 12:40pm – 2:40pm
This workshop teaches the fundamentals of layering. To understand layering, think of stacking transparencies of different graphics to give the appearance of one image.

Photoshop 4 (Photo Manipulation)
Feb 17, Wed 10:10am – 12:10pm
March 31, Thurs 12:40pm – 2:40pm
Learn to retouch photos and remove unwanted objects from a picture, change a gray sky to partly cloudy, and brighten the colors.

Image Mash-up (Photoshop)
Feb 25, Thurs 10:10am – 11:10am
(Hodges 220E, Practice Presentation Room)
ONE-HOUR WORKSHOP. Through the use of creative selections, you’ll combine multiple images into one.

Making Photos Better (Photoshop)
Feb 22, Mon 10:10am – 11:10am
(Hodges 220E, Practice Presentation Room)
ONE-HOUR WORKSHOP. Admit it. We’ve all taken photos that have been less than perfect and wished there was a way to fix them. Learn some simple tricks to take a poor photo and make it look great!
Google

Google Forms

Jan 26, Tues 12:40pm – 1:40pm
April 19, Tues 9:40am – 10:40am
(Hodges 220E, Practice Presentation Room)

ONE-HOUR WORKSHOP. It’s more than just creating a survey, although we can do that with Google Forms too. You can also create registration information, take a quick poll, collect email addresses, and even create a pop quiz that can be taken on any device, with the results sent back to a spreadsheet in real time. In this workshop you’ll learn the basics of using Google Forms by designing a form to collect email addresses and creating a quick opinion poll.

Google Sites

Jan 28, Thurs 12:40pm – 1:40pm
April 21, Thurs 9:40am – 10:40am
(Hodges 220E, Practice Presentation Room)

ONE-HOUR WORKSHOP. A portfolio/resume website is one of the best ways to get your name out to potential employers. Google Sites makes it easy for you to create a site that gets your name, skills, and contact information into the right hands. In this workshop you’ll learn how to create a Google Site and begin designing your own personal resume site.

Microsoft

Office 365 Overview

Jan 28, Thurs 10:10am – 12:10pm

Office 365 is available for all students, faculty, and staff. The web-based Office suite provides the normal office apps and others such as OneDrive. We provide an overview of these applications and how you might use them to collaborate with other students, faculty, and staff in online meetings, group sites or co-authoring documents. Video file storage is available now, too!

Office 365: Sharing Documents and Collaborating

April 19, Tues 12:40pm – 2:40pm
NEW WORKSHOP. Use Office Online (provided through Office 365) sharing tools to collaborate in creating documents, editing and publishing.

Office 365: Using OneDrive to Manage Documents

Feb 16, Tues 9:40am – 11:40am
NEW WORKSHOP. Use Office Online, provided through Office 365, to manage documents through synchronizing with OneDrive via multiple devices.

Access 1 (Basics)

Feb 17, Wed 1:30pm – 3:30pm
April 14, Thurs 10:10am – 12:10pm

Students will be introduced to the basics of Microsoft Access, including the interfaces and navigation between views. Topics include creating tables, queries, reports, and forms, as well as using basic filtering tools.

Access 2 (Advanced Techniques)

Feb 24, Wed 1:30pm – 3:30pm
April 21, Thurs 10:10am – 12:10pm

Students will perform advanced queries in a Microsoft Access database. Topics include mail merges, customizing forms, logical operators, aggregate functions, hyperlinks, web publications, and table linkage. Students will be introduced to basic database management terminology.

Excel 1 (Worksheet Basics)

Jan 19, Tues 10:10am – 12:10pm
March 28, Mon 10:10am – 12:10pm

Students will learn the basics of using the Excel interface to accomplish the following tasks: creating and editing worksheets, entering data and formulas, formatting text and values, using sort and filter tools, inserting pictures, and managing a workbook.

Excel 2 (Forms, Charts, and Macros)

Jan 26, Tues 10:10am – 12:10pm
March 30, Wed 10:10am – 12:10pm

The workshop covers intermediate topics in Microsoft Excel, including calculations, functions and macros on a form, creating and customizing charts, and customizing the page layout.

Excel 3 (Advanced Features)

Feb 2, Tues 10:10am – 12:10pm
April 4, Mon 10:10am – 12:10pm

This workshop should be taken after Excel 2 and covers pivot tables and charts, advanced formatting, advanced filtering, and more formulas.

Introduction to Paint.net

Feb 5, Fri 11:10am – 12:10pm
Feb 9, Tues 12:45pm – 1:45pm
March 7, Mon 3:30pm – 4:30pm

ONE-HOUR WORKSHOP. Paint.net is a free image and photo editing program for Windows. In this workshop, students will learn how to crop a canvas, remove red-eye from a photo, and adjust hues and levels for colors.

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PowerPoint for Students 2 (Advanced Techniques)

**March 3, Thurs** 12:40pm – 2:40pm

In this workshop, students will learn to insert Microsoft Excel charts and worksheets, modify the master slide template, import slides from existing presentations, create action buttons and hyperlinks, and convert the slide show to a web-based presentation. Other topics include navigating, adding emphasis, and adding special effects via animation and slide transitions.

Skype for Business

**April 12, Tues** 9:40am – 11:40am

Get everything you need for conversations in one app—IM, audio and video calls, online meetings, and sharing. And because Skype for Business and Office work together, it’s simple to collaborate right from your Office apps. You can schedule meetings and see IM history in Outlook, start meetings from apps like Word or PowerPoint online and meet across platforms to present content, share a whiteboard, slide presentation, or computer screen, and even poll the audience.

Web Development

**Overview of Web Development**

**Feb 11, Thurs** 9:40am – 10:40am
**April 13, Wed** 1:30pm – 2:30pm

NEW WORKSHOP. Get your feet wet in the world of web design and development—learn about the broad range of ways to interact with the Internet today to create websites, from WordPress and blogging software to HTML, web hosting, JavaScript, web accessibility, and more. If you’ve always wanted to work with websites but weren’t sure where to start, or want a broader look at what is out there, this workshop touches will get you started in the right direction!

Adobe Muse (Basics)

**April 13, Wed** 10:10am – 12:10pm

NEW WORKSHOP. Learn how to build a website without touching HTML or CSS. Adobe Muse is a fun and easy way for designers to build websites from start to publish. It allows you to optimize your site for desktop, tablets, and phones.

HTML5 Fundamentals: Structure, Syntax, and Semantics

**Feb 18, Thurs** 9:40am – 11:40am
**April 18, Mon** 1:30pm – 3:30pm

NEW WORKSHOP. HTML5 is the next revision of the Hypertext Markup Language (HTML), the standard programming language for describing the content and appearance of webpages. This course will cover HTML5 fundamentals, including structure, syntax, and semantics, and provide participants with a solid foundation for creating web pages of their own. Start coding in HTML5 to gain highly valuable and marketable skills in an exciting, continually growing field!

Introduction to Cascading Style Sheets (CSS)

**Feb 25, Thurs** 9:40am – 11:40am
**April 22, Fri** 1:30pm – 3:30pm

NEW WORKSHOP. This course will cover CSS fundamentals, including structure, syntax, and semantics, and provide participants with a solid foundation for creating web pages of their own, in conjunction with HTML. Start using CSS in your projects to learn dynamic web development skills!

Advanced Cascading Style Sheets (CSS)

**March 3, Thurs** 9:40am – 11:40am
**April 25, Mon** 1:30pm – 3:30pm

NEW WORKSHOP. In this follow-up to the Introduction to CSS workshop, we will go beyond basic CSS selectors. This workshop will cover using CSS selectors to style only the exact elements you want. Want to style even rows of a table, odd items in a list, or only images that are inside of a paragraph inside of a div tag? All of it is possible (and simple) utilizing CSS pseudo selectors and descendant selectors. As a bonus, being able to write good selectors is the first step in utilizing the power of jQuery.

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HAVE SOMETHING MORE SPECIFIC IN MIND?

We’re happy to meet with you for a one-on-one consultation. To get started, complete the form at help.utk.edu, noting your topic of interest.