**Adobe**

**InDesign 1 (Basics)**
- Mon, June 8  1:30pm – 3:30pm
InDesign can be used to create works such as posters, flyers, brochures, magazines, newspapers, and books. This is an introduction class that will give you a basic understanding of InDesign and how to use the different tools available therein.

**InDesign (Photos, Clipart, and Graphics)**
- Tues, June 16  1:30pm – 2:30pm *(Hodges 220E)*
ONE HOUR WORKSHOP. Learn the effective use of graphics within InDesign.

**Photoshop 1 (Selections and Manipulations)**
- Tues, July 7  9:40am – 11:40am
Participants will examine the Photoshop interface. Invaluable shortcuts for opening, viewing, and selecting will be taught. Learn the creative skills needed for manipulating graphics

**Photoshop 2 (Layers, Frames, and Edges)**
- Tues, July 14  9:40am – 11:40am
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)**
- Tues, July 21  9:40am – 11:40am
Unravel the mystery of Photoshop. Learning how to use layers is the key! This class 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)**
- Tues, July 28  9:40am – 11:40am
In this class, participants learn to use masks to protect parts of an image from change, just like using masking tape to paint a room or a vehicle, or using a stencil to letter a sign. Students also learn to retouch photos. They will learn to remove unwanted objects from a picture, change a gray sky to partly cloudy, and brighten the colors.

**Image Mash-up (Photoshop)**
- Thurs, July 16  9:40am – 10:40am *(Hodges 220E)*
ONE HOUR WORKSHOP. Through the use of creative selections, you’ll combine multiple images into one image.

**Making Photos Better (Photoshop)**
- Thurs, July 30  9:40am – 10:40am *(Hodges 220E)*
ONE HOUR WORKSHOP. Admit it. We’ve all taken photos that have been less than great and wished there was a way to fix them. In this class you’ll learn some simple tricks with Photoshop to make a poor photo look great!
Face-to-face workshops are located in Presidential 112A unless otherwise noted. Please note the location of your workshop when registering: oit.utk.edu/training

Google

Google Forms
Fri, June 5 10:10am – 11:10am (Hodges 220E)
It’s more than just creating a survey—although we can do that with Google Forms too—but 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 and the results sent back to a spreadsheet in real time. You can then create charts to help you analyze the data. In this class 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
Fri, June 12 10:10am – 11:10am (Hodges 220E)
A portfolio/résumé 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 class you’ll learn how to create a Google Site and begin designing your own personal resume site.

Microsoft Office

Office 365 Overview
Wed, June 10 10am – 12pm (Hodges 220E)
Wed, Aug 12 10am – 12pm (Hodges 220E)
NEW WORKSHOP. Office 365 is available for all students, faculty & staff. The Web-based Office suite provides the normal office apps but also collaboration, blogging tools, website creation, and notes organization. We provide an overview of these applications and how you might use them to be more productive.

Access 1 (Basics)
Wed, July 8 1:30pm – 3:30pm
Students will be introduced to the basics of Microsoft Access, including the interfaces and navigation between views. Topics include creating tables, queries, reports, forms, and using basic filtering tools.

Access 2 (Advanced Techniques)
Fri, July 10 1:30pm – 3:30pm
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)
Tues, June 9 9:40am – 11:40am
Wed, July 15 1:30pm – 3:30pm
Students will learn the basics of using the Excel interface to accomplish the following tasks: create and edit worksheets, enter data and formulas, format text and values, use sort and filter tools, insert pictures, and manage a workbook.

Excel 2 (Forms, Charts, and Macros)
Thurs, June 11 9:40am – 11:40am
Wed, July 22 1:30pm – 3:30pm
The class covers intermediate topics in Microsoft Excel. Topics include calculations, functions and macros on a form, creating and customizing charts, and customizing the page layout.

Excel 3 (Advanced Features)
Tues, June 2 10am – 12pm
Tues, June 16 9:30am – 11:30am
Wed, Aug 5 1:30pm – 3:30pm
This workshop should be taken after Excel 2 and covers pivot tables and charts, advanced formatting, advanced filtering, and more formulas.

Excel (Fun with Data! Pivot Tables and Charts)
Tues June 30 2:10pm – 3:10pm
ONE HOUR WORKSHOP. Analyze data with pivot tables and charts that provide snapshots of data organized in different ways.

PowerPoint for Students 2 (Advanced Techniques)
Tues, June 9 1pm – 3pm
Thurs, Aug 6 12:40pm – 2:40pm (Greve 520)
In this class, 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.