

Workshops are open to

**IUN CURRENTLY REGISTERED STUDENTS, Faculty, and Staff at NO CHARGE.**

Reservations are recommended as seating is limited to 12. Resources permitting, workshops are also open to the northwest Indiana **general public** for a fee of **\$50** per workshop. **Alumni** and employees sponsored by **non-profit organizations** may attend for **\$35** per workshop.

This fall IU Northwest moves to Microsoft Windows **Vista** and **Office 2007**. The "What's New" series of workshops are intended for experienced users who simply need to learn how navigate in the new interface and take advantage of the new features. Those who need to learn any of these applications should consider taking our regular Word, PowerPoint and Outlook workshops.

**To register:** call **980-6960**, email [jcoven@iun.edu](mailto:jcoven@iun.edu) or visit **Hawthorn 108B**.

**All workshops require at least a basic knowledge of Windows. All workshops meet in Hawthorn 108.**

**Descriptions and prerequisites are posted outside of Hawthorn 108 or on the web at: [www.iun.edu/~train/](http://www.iun.edu/~train/)**

Monday	Tuesday	Wednesday	Thursday	Friday
DEC 31	JAN 1	<b>JAN 2: 1 – 3:30 pm</b> What's New in Word & PowerPoint 2007	<b>JAN 3: 5:30 – 8 pm</b> What's New in Word & PowerPoint 2007	<b>JAN 4: 10 am – Noon or 2 – 4 pm</b> What's New in Excel 2007
JAN 7 <b>CLASSES START</b>	JAN 8	JAN 9	<b>JAN 10: 5:30 – 7:30 pm</b> What's New in Excel 2007	<b>JAN 11: 10 am – 1 pm</b> Excel 1: The Basics
<b>JAN 14: 5:30 – 8:30 pm</b> PowerPoint 1: The Basics	<b>JAN 15: 1 – 4 pm</b> Dreamweaver 1: Web Page Basics	<b>JAN 16: 1 – 4 pm</b> PowerPoint 1: The Basics	<b>JAN 17: 5:30 – 8:30 pm</b> Excel 1: The Basics	<b>JAN 18: 9 am – Noon</b> Word 1: The Basics <b>1:30 – 4 pm</b> What's New in Word & PowerPoint
JAN 21 M. L. KING HOLIDAY	<b>JAN 22: 1 – 4 pm</b> Dreamweaver 2: Create Web Sites with CSS	JAN 23	<b>JAN 24: 5:30 – 8:30 pm</b> Excel Charts and Graphic Features	<b>JAN 25: 10 am – 1 pm</b> Excel Charts and Graphic Features
<b>JAN 28: 1 – 4 pm</b> Access 1: The Basics	<b>JAN 29: 1 – 4 pm</b> Fireworks 1: The Basics	JAN 30	<b>JAN 31: 5:30 – 8:30 pm</b> Excel 2: Data Management	<b>FEB 1: 10 am – 1 pm</b> Excel 2: Data Management
<b>FEB 4: 1 – 4 pm</b> Access 2: Database Relationships	<b>FEB 5: 1 – 4 pm</b> Fireworks 2: Optimizing Graphics for the Web	FEB 6	<b>FEB 7: 5:30 – 8:30 pm</b> Excel 2: Analysis Using Functions & What-If Tools	<b>FEB 8: 10 am – 1 pm</b> Excel 2: Analysis Using Functions & What-If Tools
<b>FEB 11: 1 – 4 pm</b> Access 3: Queries	<b>FEB 12: 1 – 3:30 pm</b> What's New in Word & PowerPoint 2007	FEB 13	<b>FEB 14: 1 – 3 pm</b> What's New in Access 2007	<b>FEB 15: 9 am to Noon</b> PowerPoint 1: The Basics
<b>FEB 18: 1 – 4 pm</b> Access 4: Forms	<b>FEB 19: 1 to 4 pm</b> Word 3: Mail Merge	FEB 20	FEB 21	<b>FEB 22: 10 am – Noon</b> What's New in Excel 2007
<b>FEB 25: 1 – 4 pm</b> Access 5: Reports	FEB 26	FEB 27	FEB 28	<b>FEB 29: 9 am – Noon</b> Word 1: The Basics
<b>MAR 3: 5:30 – 8:30 pm</b> Dreamweaver 1: Web Page Basics	MAR 4	MAR 5	<b>MAR 6: 9AM – Noon</b> Photoshop 1: The Basics	<b>MAR 7: 9 am – Noon</b> Word 2: The Essentials
(MAR 10-15 SPRING BREAK) MAR 17	MAR 18	<b>MAR 19: 1 – 4 pm</b> Word 3: Mail Merge	<b>MAR 20: 9 AM – Noon</b> Photoshop 2: Retouching & Color Correction	<b>MAR 21: 1 – 4 pm</b> Excel Reporting for IUIE Users
<b>MAR 24: 1 – 4 pm</b> PowerPoint 1: The Basics	<b>MAR 25: 5:30 – 8:30 pm</b> PowerPoint 1: The Basics	MAR 26	<b>MAR 27: 1 – 4 pm</b> Excel Reporting for IUIE Users	<b>MAR 28: 9 am – Noon</b> Excel 1: The Basics
<b>MAR 31: 1 – 4 pm</b> PowerPoint 2: Enhancing a Presentation	APR 1	<b>APR 2: 1 – 4:30 pm</b> Word 3: Regaining Control with AutoCorrect & Styles	<b>APR 3: 9 am – Noon</b> Photoshop 2: Restoring and Blending Images	<b>APR 4: 9 am – Noon</b> PowerPoint 3: Customizing a Presentation
<b>APR 7: 1 – 4 pm</b> Word 3: Graphic Features	APR 8	APR 9	<b>APR 10: 1 – 4 pm</b> Dreamweaver 1: Web Page Basics	<b>APR 11: 9 am – 1 pm</b> Digital Photo Editing Basics
<b>APR 14: 1 – 4 pm</b> Word 3: Desktop Publishing	APR 15	APR 16	APR 17	APR 18

Materials for those **attending** a workshop are free. Handouts for self-study are **\$5** for all IUN students and personnel.

Others, call **980-6960**, email [jcoven@iun.edu](mailto:jcoven@iun.edu) or visit **Hawthorn 108B**