REGISTRATION INFORMATION

Course Materials
A manual is included in the course cost and will be supplied on the first day.

Course Registrations
Ensure you meet any course prerequisites listed in the brochure before completing your registration. All registrations are processed in the order they are received.

If you have not received an 'FYI' email with the course details within three business days, call WTS @ 519-661-3800 and ask for the Administration Office.

Payment
Course Fee(s) can be charged to a Departmental account, P.O. number or paid by COD (cash, debit, VISA, MasterCard or cheque). All COD payments are subject to 13% HST and payment should not be sent in until you have received your 'F.Y.I.' registration email from WTS.

All registrations are subject to the WTS cancellation policy noted below.

Admin Staff employees (non-faculty) of the University who are covered by a Collective Agreement or Memorandum of Agreement, may qualify for advance funding up to certain annual dollar limits.

NOTE: Advanced Funding registrants who do not complete a course in its entirety will be indebted to the University for the full cost of the course.

Withdrawals, Refunds, and Cancellations
If the WTS Administration Office receives a notification of withdrawal by email (wts-courses@uwo.ca) a minimum of five (5) business days prior to the start date, a full refund will be provided. If enough notice is not provided by a participant and the course manual has already been ordered, an administrative fee of 15% will be charged.

NOTE: Any registrants who qualified for Advanced Funding and cancel without sufficient notice will also be indebted to the University for the WTS course cancellation fee.

Register online: http://wts.uwo.ca/courses/ or return the form via Campus Mail: WTS Courses @ SSB 4300

Fax your completed form to WTS: 519-661-2058 (ext. 82058)

Spring 2019 Non-Credit Computer Courses for faculty, staff, and graduate students

WTS Computer Training Lab
Support Services Building (SSB 4300)

Courses can be up to four half-days in length – check below for dates and times:

**AM sessions:** 9:00a.m. - 12:00p.m.
**PM sessions:** 1:00p.m. - 4:00p.m.

Courses are limited to 10 participants; those which do not reach a minimum of five registrants are subject to cancellation. The course manual is included in the cost. All COD payments must also add 13% HST.

**INTRODUCTORY**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATES</th>
<th>CODE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access 2016 - Level I</td>
<td>March 12, 13, 14 &amp; 15 (AM)</td>
<td>ACCL16</td>
<td>280.00</td>
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<tr>
<td>Excel 2016 - Level I</td>
<td>February 26, 27 &amp; 28 (AM)</td>
<td>EXI16</td>
<td>220.00</td>
</tr>
<tr>
<td>InDesign</td>
<td>March 5, 6 &amp; 7 (AM)</td>
<td>INDS</td>
<td>220.00</td>
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<tr>
<td>Photoshop Intro</td>
<td>February 5, 6 &amp; 7 (AM)</td>
<td>PS</td>
<td>220.00</td>
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**ADVANCED**

All advanced courses have minimum prerequisites; refer to the descriptions for more details.

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<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>Access 2016 - Level II</td>
<td>Apr 30 &amp; May 1, 2 &amp; 3 (AM)</td>
<td>ACCII16</td>
<td>280.00</td>
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<tr>
<td>Excel 2016 LII: Data Analysis &amp; Pres.</td>
<td>March 26, 27 &amp; 28 (PM)</td>
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<tr>
<td>Excel 2016 LII: Functions &amp; Formulas</td>
<td>April 9, 10 &amp; 11 (AM)</td>
<td>EXII-FF</td>
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<tr>
<td>Excel 2016 LIII: Advanced Functions</td>
<td>April 24 &amp; 25 (PM)</td>
<td>EXIII-AF</td>
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<tr>
<td>Excel 2016 LII: Macros</td>
<td>Feb 6/7 (PM) &amp; 13/14 (AM)</td>
<td>EXIII-MC</td>
<td>280.00</td>
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<tr>
<td>Photoshop Advanced</td>
<td>April 2, 3 &amp; 4 (AM)</td>
<td>PSADV</td>
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</table>

**SPECIALTY**

Learn valuable skills and productivity tips in just two hours.

<table>
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<tr>
<th>COURSE</th>
<th>DATE</th>
<th>CODE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel 2016 Pivot Tables</td>
<td>March 20 (Wed 2-4 PM)</td>
<td>EXPVT</td>
<td>50.00</td>
</tr>
<tr>
<td>PowerPoint 2016 Essentials</td>
<td>April 17 (Wed 2-4 PM)</td>
<td>PPTES</td>
<td>50.00</td>
</tr>
<tr>
<td>Word 2016 Mail Merging</td>
<td>March 7 (Thurs 2-4 PM)</td>
<td>WDM/MM</td>
<td>50.00</td>
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</table>
**Access 2016 Level I**

**Description:** This introductory course is for users with little or no experience with creating database applications. The course begins by planning and designing a database and covers the principles to consider to maximize data quality. The participants will then create a simple relational database with tables using the most common data types and set relationships. An accompanying application will be created that contains basic select queries, forms to enter data and reports to output summaries.

**Who Should Attend:** People who are familiar with computers and have experience using Microsoft Windows.

**Access 2016 Level II**

**Description:** This Advanced course is designed for users who can create simple applications with Access and now want to explore some of the intermediate to advanced skill sets. Participants will start by designing a database with a more complex relational model, then set table properties and relationships to further improve data quality, create forms with subforms and create grouped reports. Users will learn to create advanced queries such as those based on other queries, queries to manipulate data, and queries to summarize data. Finally, participants will learn to use macros to create event-driven programming to automate routine processes and incorporate these into the application.

**Who Should Attend:** People who are familiar with Windows and have taken the Access Level I course, or have equivalent experience.

**Excel 2016 Level I**

**Description:** This introductory course teaches users how to create and maintain workbooks with basic calculations. Participants will use a variety of Excel features to format and determine a suitable layout for common business reports. Additional tools such as sorting and filtering will be integrated to manage data.

**Who Should Attend:** People who are familiar with computers and have experience using Microsoft Windows.

**Excel 2016 Level II: Data Analysis & Presentation**

**Description:** This advanced course introduces participants to tools for analyzing data using features such as querying, importing, sharing data and working with Data Models. Users will be introduced to various methods for presenting data in report format using Pivot Tables and Charts. Additional topics include conditional and customized formatting.

**Who Should Attend:** People who are familiar with Windows and have taken the Excel Level I course, or have equivalent experience.

**Excel 2016 LII: Functions & Formulas**

**Description:** This advanced course focuses on advanced Excel formulas using functions for conditional, logical, financial and date calculations. Participants will learn how to create formulas to look up and manipulate data when working with lists of data. Techniques for auditing and troubleshooting formulas will also be discussed.

**Who Should Attend:** People who are familiar with Windows and have taken the Excel Level I course, or have equivalent experience.

**Excel 2016 LII: Advanced Formulas**

**Description:** This two half-day advanced course covers a combination of many functions to create formulas for summarizing, extracting and formatting data. Conditional, logical, duplicate and date types of calculations will be analyzed.

**Who Should Attend:** For this advanced formulas course, users must have completed the Excel Level II: Functions & Formulas non-credit course or have equivalent experience.

**Excel 2016 LII: Macros**

**NOTE:** Excel LIIL Macros is being offered much earlier this term to accommodate a number of Excel LI participants requests.

**Description:** This course provides techniques to automate common repetitive tasks that are used in the Excel workbook development. Participants will learn how to use the Excel built in macro recorder to create basic macros and the Visual Basic for Applications (VBA) Editor to enhance, customize and create methods of deployment. This course is run over two weeks so participants can review and practice more between sessions.

**Who Should Attend:** People who have taken one of the Excel Level II courses, or have equivalent experience.

**Photoshop Intro**

**Description:** This introductory course provides participants with the concepts and skills to use Adobe Photoshop effectively. Users will learn how to use layers and apply filters to create special effects. Other topics include image creating/editing enhancement; photo retouching; and saving images in web, print, and PDF formats.

**Who Should Attend:** This course is designed for the average computer user who is familiar with the basic skills of computer use and understands file management.

**Photoshop Advanced**

**Description:** This course is designed for users who want to explore some of the intermediate to advanced skill sets that Adobe Photoshop has to offer. Participants will be introduced to advanced tools that allow them to create text paths, advanced cloning features and working with complicated backgrounds plus many other advanced features that extend beyond the concepts of the Photoshop-Intro course.

**Who Should Attend:** People who are familiar with Windows and have taken the Photoshop-Intro course or have equivalent experience.

**Specialty Courses**

**Learn valuable skills and productivity tips in just two hours.**

**Excel 2016 Pivot Tables**

Learn how to extract data from long lists of information and present it in readable forms to create multidimensional data views. Participants must already be familiar with Excel.

**PowerPoint 2016 Essentials**

Use PowerPoint to enhance your multi-media presentations. Learn how to create a basic slideshow using text, graphics and some animation basics.

**Word 2016 Mail Merging**

Produce letters, envelopes and labels for mailings (large or small) by adding a personalized touch. The list of recipients for the mail merge will be established using a new or an existing data source stored in formats such as Excel or other table formats. Methods on how to maintain the data list for frequent mailings will also be shared.

**Register for courses online at:**

http://wts.uwo.ca/courses/  
-- or --

Fax your completed registration form to WTS Courses at:  
519-661-2058 (ext. 82058)