REGISTRATION FORM

WESTERN FACULTY, STAFF, AFFILIATES AND GRADUATE STUDENTS ARE GIVEN PRIORITY. OTHER REGISTRATIONS WILL BE CONSIDERED IF SPACE PERMITS ONE WEEK PRIOR TO THE FIRST CLASS.

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 'F.Y.I.' 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.

SPACE PERMITS ONE WEEK PRIOR TO THE FIRST CLASS.

REGISTRATION INFORMATION

Course Code Dates Fee*
____________________      __________________      ______________
____________________      __________________      ______________
____________________      __________________      ______________

TOTAL* __________________

*All COD payments are subject to 13% HST; payment instructions are included under the details section of the registration F.Y.I. email you will receive from WTS.

Fax your completed form to WTS: 519-661-2058 (ext. 82058)
or return the form via Campus Mail to: WTS Courses @ SSB 4300

Western Technology Services
Western University
Support Services Building, Room 4300
1333 Western Road, London, ON N6G 1G9
Phone: 519-661-3800  Fax: 519-661-2058
Email: wts-courses@uwo.ca
Web: https://wts.uwo.ca/courses/
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.

**Description:**
- People who have taken one of the Excel Level II courses, or have equivalent experience.

Excel 2016 Level I (two offerings)

**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.
- People who are familiar with computers and have experience using Microsoft Windows.

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

**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.
- People familiar with the basic skills of computer use and understands file management.

**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.
- People who have taken one of the Excel Level II courses, or have equivalent experience.

**Description:**
- This 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.
- People who are familiar with Windows and have taken the Excel Level I course, or have equivalent experience.

**Description:**
- In this three-day course, participants will use InDesign to learn how to create a document such as a flyer or brochure using basic desktop publishing skills. They will design and format a document; apply advanced styles; and work with various elements to align, arrange, and transform objects and tables within the document. Finally, users will learn the techniques required to package the document together for printing or web distribution.
- This course is designed for the average computer user who is familiar with the basic skills of computer use and understands file management.

**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.
- People who are familiar with the basic skills of computer use and understands file management.

Photoshop Intro

**Description:**
- Learn valuable skills and productivity tips.

**Description:**
- 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.

Excel 2016 Pivot Tables

Reinforce and enhance everyday skills required for arranging and aligning paragraphs of text within a document. Learn tips and tricks for formatting text consistently and efficiently, as well as controlling bulleted and numbered lists.

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: [https://wts.uwo.ca/courses/](https://wts.uwo.ca/courses/)

-- or --

Fax the registration form to 'WTS Courses' at:

519-661-2058 (ext. 82058)