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 "FYI" registration email from WTS.

Space Permits One Week Prior to the First Class.

Space

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.

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.

REFUND POLICY
A full refund is provided if the course is cancelled by the University.

Payment type*: Check if I qualify for HR Advanced Funding

Speed Code/Acct#: ____________________________

A/R billing contact: ____________________________

COD* (cash/debit/cheque/credit card)

Course Code Dates Fee*

Access 2016 Level I March 3, 4, 5, 6 (AM) ACCI16 250.00
Excel 2016 Level I (1st offering) February 11, 12, 13 (PM) EXI16 220.00
Excel 2016 Level I (2nd offering) March 17, 18, 19 (AM) EXI16-2 220.00
InDesign April 28, 29, 30 (AM) INDS 220.00
Photoshop Intro February 19, 20, 21 (AM) PS 220.00
Access 2016 Level II March 31 & Apr 1, 2, 3 (AM) ACCII16 280.00
Excel 2016 LII: Data Analysis & Pres. March 10, 11, 12 (PM) EXII-DA 220.00
Excel 2016 LII: Functions & Formulas April 7, 8, 9 (AM) EXII-FF 220.00
Excel 2016 LII: Macros April 20/21 (PM) May 7/8 (AM) EXIII-MC 280.00
Photoshop Advanced April 14, 15, 16 (AM) PSADV 220.00

TOTAL* ______________________      __________________      ______________

SPECIALTY
Learn valuable skills and tips in just two hours.

Course Code Dates Fee*

Excel 2016 Pivot Tables March 26 (Thurs 2-4pm) EXPVT 50.00
Word 2016 Formatting April 23 (Thurs 2-4pm) WDFORM 50.00
Word 2016 Mail Merging February 26 (Wed 2-4pm) WDDMM 50.00

WTS Computer Training Lab
Support Services Building (SSB 4300)

Refresh your skills through a variety of courses. All class sizes are small and a customized manual is provided with each course. Advanced funding is available for eligible participants under Western’s Educational Assistance program.

Courses are up to four half-days in length; check listings for dates/session:

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

NOTE: Courses that do not meet the minimum number of registrants a week prior to the start date are subject to cancellation. External payments must add H.S.T. to course cost.

INTRODUCTORY
An intro or ‘Level I’ course is the mandatory pre-requisite for the following listings.

Course Code Dates Fee*

Access 2016 Level I March 3, 4, 5, 6 (AM) ACCI16 250.00
Excel 2016 Level I (1st offering) February 11, 12, 13 (PM) EXI16 220.00
Excel 2016 Level I (2nd offering) March 17, 18, 19 (AM) EXI16-2 220.00
Excel 2016 Level II: Data Analysis & Pres. March 10, 11, 12 (PM) EXII-DA 220.00
Excel 2016 Level II: Functions & Formulas April 7, 8, 9 (AM) EXII-FF 220.00
Excel 2016 Level II: Macros April 20/21 (PM) May 7/8 (AM) EXIII-MC 280.00
Photoshop Intro February 19, 20, 21 (AM) PS 220.00

TOTAL* ______________________      __________________      ______________   ____________________      __________________      ______________   ____________________      __________________      ______________

Send form via Campus Mail to: WTS Courses @ SSB 4300

Register online: https://wts.uwo.ca/courses/
Fax form to WTS Admin Office: 519-661-2058 (x82058)
SEND FORM VIA CAMPUS MAIL TO:
WTS Courses @ SSB 4300

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

**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:**

**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 Excel Level I course, or have equivalent experience.

Excel 2016 LIII: Macros

**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.

Excel 2016 Level III: Advanced Formulas

This course will be offered next term. Send an email to the course coordinator (wts-courses@uwo.ca) and ask to be added to the contact list for next term.

InDesign

**Description:** In this three half-day course, participants will use InDesign to learn how to create a document such as a flyer or brochure using 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.

**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 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 work 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 (two hour sessions)

**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. It's best to take this short course after completing Excel 2016 LII: Data Analysis & Presentation.

**Word 2016 Formatting**

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 online at: https://wts.uwo.ca/courses/ -- or --

Fax the registration form to: 519-661-2058 (or ext. 82058) -- or --

Send the form through Campus Mail to: WTS Courses @ SSB 4300