

## 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.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address (Work): \_\_\_\_\_

Telephone (Work): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Western Status:  Faculty  Staff  Graduate Student  
 Affiliated College/Hospital  Other

Payment\*:  Check if I qualify for Advanced Funding  
 Speed Code/Acct#: \_\_\_\_\_  
 A/R or P.O. Invoice#: \_\_\_\_\_  
 I plan to pay by COD (cash, debit or credit card)

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:  
WTS Courses @ SSB 4300

## 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 registrants are subject to the WTS cancellation policy noted below.**

Administrative 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](mailto: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 --

Fax form to WTS Admin Office: 519-661-2058 (x82058)

-- or --

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

Western Technology Services  
Western University  
Support Services Building, Room 4300  
1393 Western Road, London, ON N6G 1G9

Phone: 519-661-3800 Fax: 519-661-2058

Email: [wts-courses@uwo.ca](mailto:wts-courses@uwo.ca)

Web: <http://wts.uwo.ca/courses/>



Western Technology Services

## Summer 2018 Non-Credit Computer Courses for faculty, staff, and graduate students

### WTS Computer Training Lab Support Services Building (SSB 4230)

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.*

*NOTE: Office 2013 users can also attend any of the Office 2016 course sessions listed below.*

### INTRODUCTORY

COURSE	DATES	CODE	COST\$
Access 2016 Level I	June 26, 27, 28 & 29 (AM)	ACC116	280.00
Excel 2016 Level I (1st offering)	June 12, 13 & 14 (PM)	EX116	220.00
Excel 2016 Level I (2nd offering)	July 24, 25 & 26 (AM)	EX116-2	220.00
InDesign CC	July 10, 11 & 12 (AM)	INDS	220.00
Photoshop CC Intro (NEW dates!!)	July 31, Aug 1 & 2 (AM)	PS	220.00

### ADVANCED

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

COURSE	DATES	CODE	COST\$
Access 2016 Level II	Aug 14, 15, 16 & 17 (AM)	ACCII16	280.00
Excel 2016 LII: Data Analysis & Pres.	July 17, 18 & 19 (AM)	EXII-DA	220.00
Excel 2016 LII: Functions & Formulas	July 31, Aug 1 & 2 (PM)	EXII-FF	220.00
Excel 2016 LIII: Macros	Aug 22/23 (AM) & 29/30 (PM)	EXIII-MC	280.00

### SPECIALTY

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

COURSE	DATE	CODE	COST\$
Office 2016 Overview (1st offering)	June 7 (Thurs 2-4 PM)	MSO16	50.00
Office 2016 Overview (2nd offering)	August 8 (Wed 2-4 PM)	MSO16-2	50.00
PowerPoint 2016 Essentials	July 25 (Wed 2-4 PM)	PPTES	50.00
Word 2016 Formatting Tips	July 5 (Thurs 2-4 PM)	WDFOR	50.00
Word 2016 Mail Merging	Aug 9 (Thurs 2-4 PM)	WDMM	50.00

## 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

*(offered twice)*

**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 such as budgets, inventory reports, and invoices.

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

## Excel 2016 LII: Data Analysis & Presentation

**Description:** This advanced course introduces participants to tools for analyzing data using features such as sorting, filtering, importing and sharing data. 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 LIII: Advanced Formulas

*This course will be offered again next term. Send an email to the course coordinator ([wts-courses@uwo.ca](mailto:wts-courses@uwo.ca)) if you want to be added to the contact list for next term.*

## Excel 2016 LIII: Macros

**Description:** Level III 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.

## InDesign CC

**Description:** In this three half-day course, users will use InDesign to learn how to create a document such as a flyer or brochure using basic desktop publishing skills. Participants 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:** People who are already familiar with other Adobe software (such as Acrobat and Photoshop) and word processing programs.

## Photoshop CC 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 CC Advanced

*This course will be offered again next term. Send an email to the course coordinator ([wts-courses@uwo.ca](mailto:wts-courses@uwo.ca)) if you want to be added to the contact list for next term.*

## Specialty Courses

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

### Office 2016 Overview (offered twice)

This specialty course will provide an overview of Office 2016 products such as Access, Excel, Word and PowerPoint. Participants should already be familiar with Office and are interested in gaining tips and exploring new features about this latest version of Office.

### 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 Formatting Tips

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:

<http://wts.uwo.ca/courses/>

--Or--

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