Adobe Acrobat 1 (Basics)
Oct 28, Wed 10:10am - 12:10pm
Adobe Acrobat is an application to view, create, manipulate, print and manage files in Portable Document Format (PDF). This is an introductory workshop to using the different tools.

InDesign 1 (Basics)
Oct 26, Mon 10:10am - 12:10pm
Nov 5, Thurs 9:40am - 11:40pm
InDesign can be used to create works such as posters, flyers, brochures, magazines, newspapers and books. This is an introductory workshop that will give you a basic understanding of InDesign.

Photoshop 1 (Selections and Manipulations)
Sept 1, Tues 9:40am - 11:40am
Nov 9, Mon 10:10am - 12:10pm
Participants will examine the Photoshop interface. Invaluable shortcuts for opening, viewing, and selecting will be taught. Learn skills needed for manipulating graphics.

Photoshop 2 (Layers, Frames, and Edges)
Sept 8, Tues 9:40am - 11:40am
Nov 11, Wed 10:10am - 12:10pm
Participants will learn advanced layer techniques to selectively hide and reveal portions of artwork, to align images, and to add layer effects to a type layer.

Photoshop 3 (Banners, Brushes, and Colors)
Sept 15, Tues 9:40am - 11:40am
Nov 16, Mon 10:10am - 12:10pm
This workshop teaches the fundamentals of layering. To understand layering, think of stacking transparencies of different graphics to give the appearance of one image.

Photoshop 4 (Photo Manipulation)
Sept 22, Tues 9:40am - 11:40am
Nov 18, Wed 10:10am - 12:10pm
Learn to retouch photos and remove unwanted objects from a picture, change a gray sky to partly cloudy, and brighten the colors.

Image Mash-up (Photoshop)
Sept 17, Thurs 9:40am - 10:40am (Hodges 220E, Practice Presentation Room)
1 HOUR WORKSHOP. Through the use of creative selections you’ll combine multiple images into one image.

Making Photos Better (Photoshop)
Sept 10, Thurs 9:40am - 10:40am (Hodges 220E, Practice Presentation Room)
Admit it. We’ve all taken photos that have been less than great and wished there was a way to fix them. Learn some simple tricks to take a poor photo and make it look great!

Dreamweaver CC 1 (Web Foundations)
Sept 24, Thurs 9:40am - 11:40am
Create a basic webpage. Dreamweaver allows you to edit HTML and CSS through both text and visual views.

Dreamweaver CC 2 (Learning CSS)
Sept 29, Tues 9:40am - 11:40am
Learn the fundamentals of Cascading Style Sheets (CSS) and how to effectively manage a multi-page website using Dreamweaver, integrating site design with site content.

Dreamweaver CC 3 (Dreamweaver Templates)
Oct 1, Thurs 9:40am - 11:40am
Use templates to effectively manage a multi-page website using Dreamweaver as a content management system. You will also learn some advanced CSS techniques.

Face-to-face workshops are located in Presidential 112A, unless otherwise noted (see oit.utk.edu/training)
OIT also does one-on-one consultations for your projects and software needs.
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Google

Google Forms
Oct 12, Mon 10:10am - 11:10am
(Hodges 220E, Practice Presentation Room)
Create registration information, take a quick poll, collect email addresses, and even create a pop quiz. Learn the basics of using Google Forms by designing a form to collect email addresses and creating a quick opinion poll.

Google Sites
Oct 21, Wed 10:10am - 11:10am
(Hodges 220E, Practice Presentation Room)
Google Sites makes it easy for you to create a site that gets your name, skills, and contact information into the right hands. In this workshop you’ll learn how to create a Google Site and begin designing your own personal resume site.

Microsoft Office

Office 365 Overview
Oct 14, Wed 10am - 12pm (Greve 520)
NEW WORKSHOP. Office 365 is available for all students, faculty & staff. The Web-based Office suite provides the normal office apps and others such as SharePoint and OneDrive. We provide an overview of these applications and how you might use them to collaborate with other students, faculty or staff in online meetings, Group sites or co-authoring documents. Video file storage is available now too!

Access 1 (Basics)
Oct 27, Tues 1:30pm - 3:30pm
Students will be introduced to the basics of Microsoft Access including the interfaces and navigation between views. Topics include creating tables, queries, reports, forms, and using basic filtering tools.

Access 2 (Advanced Techniques)
Oct 29, Thurs 1:30pm - 3:30pm
Students will perform advanced queries in a Microsoft Access database. Topics include mail merges, customizing forms, logical operators, aggregate functions, hyperlinks, web publications, and table linkage. Students will be introduced to basic database management terminology.

Excel 1 (Worksheet Basics)
Sept 10, Thurs 9:40am - 11:40am
Oct 7, Wed 10:10am - 12:10pm
Nov 16, Mon 1:30pm - 3:30pm
Students will learn the basics of using the Excel interface to accomplish the following tasks: create and edit worksheets, enter data and formulas, format text and values, use sort and filter tools, insert pictures, and manage a workbook.

Excel 2 (Forms, Charts, and Macros)
Sept 17, Thurs 9:40am - 11:40am
Oct 9, Fri 10:10am - 12:10pm
Nov 18, Wed 1:30pm - 3:30pm
The workshop covers intermediate topics in Microsoft Excel. Topics include calculations, functions and macros on a form, creating and customizing charts, and customizing the page layout.

Excel 3 (Advanced Features)
Oct 12, Mon 10:10am - 12:10pm
Nov 20, Fri 1:30pm - 3:30pm
This workshop should be taken after Excel 2 and covers Pivot Tables & Charts, Advanced Formatting, Advanced Filtering, and more formulas.

PowerPoint for Students 1 (Basics)
Sept 23, Wed 10:10am - 12:10pm
Participants will become familiar with the software interface, inserting and formatting textboxes, and more. Users will select and edit the design of a template, formatting colors and fonts as well as entering Notes and creating handouts.

PowerPoint for Students 2 (Advanced Techniques)
Sept 30, Wed 10:10am - 12:10pm
In this workshop, students will learn to insert Microsoft Excel charts and worksheets, modify the Master Slide Template, import slides from existing presentations, create action buttons and hyperlinks, and convert the slide show to a web-based presentation. Other topics include navigating, adding emphasis, and adding special effects via animation and slide transitions.

Word 3 (Research in Word)
Sept 29, Tues 1:30pm – 3:30pm
This workshop is designed to help you with formatting, inserting graphics, and page numbering. Also covered are defining and using heading styles, creating a table of contents, and several more topics for working with academic research papers. Participants should have experience using Word.

Have something more specific in mind?
We’re happy to meet with you for a one-on-one consultation. To get started, complete the form at help.utk.edu, noting your topic of interest.