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Academic & Distributed Computing Services Short Course Bulletin

Information Services

Summer 1996

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If you wish to subscribe to this bulletin,
call 625-1300 or send e-mail to:
short-courses@boombox.micro.umn.edu

**Registration by Mail
begins Thursday, June 13.**

**In-Person Registration
begins Wednesday, June 19.**

Customized Training for Departments

ADCS can offer courses specifically for your staff. For more information about these offerings, call 625-1300.

Waiting Lists

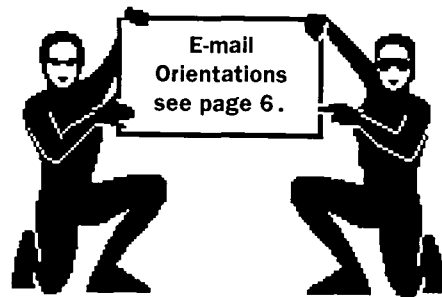
If a class you wish to register for is already full, please leave your name on the waiting list. We will offer more sections of each class if needed based on the number of names on the waiting list.

Self-Paced Training

If you can't attend one of our scheduled training classes, or prefer to learn on your own, you can use software training packages and equipment in one of our self-paced training centers or check out training packages to use with your own equipment. See page 11.

Give us Your Comments

Please let us know your concerns about our short courses. Call us at 625-1300 or send your comments via e-mail to:
short-courses@boombox.micro.umn.edu



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Registration

Registration Policy

Many classes fill quickly. To avoid disappointment, register early. If a class is filled, ask to be put on a waiting list. We will offer more sections if there is sufficient interest.

Registration for all courses listed on the following pages is handled by Academic and Distributed Computing Services, 190 Shepherd Labs. **We do not accept phone or fax registration.**

Registration by Mail

Mail registration will begin Thursday, June 13. To register by mail, include a registration form located on the last page of this bulletin for each person you wish to register. Fees must accompany your registration information in order for the data to be processed. On campus registrants: please include a return campus address so we can mail your confirmation notice to you. All registration information must be sent to:

Short Course Registration
Academic & Distributed
Computing Services
190 Shepherd Labs

U.S. Postal users should send fees and the registration forms on the last page of this bulletin to:

Short Course Registration
Academic & Distributed
Computing Services,
University of Minnesota
190 Shepherd Labs
100 Union Street SE
Minneapolis, MN 55455-0421

Registration confirmation notices will be mailed to you. Confirmation letters are required to attend any of the short courses. **If you do not receive this**

notice two days prior to the first day of class, please contact the ADCS office at 625-1300 to confirm your registration and receive a copy of your notice.

In-Person Registration

Walk-in registration will begin on Wednesday, June 19. Walk-in registrants may only register for a total of two people. You can register at the Academic & Distributed Computing Services office in room 190 Shepherd Labs, Monday through Friday, 8:00 am to 4:00 pm. Fees must accompany your registration.

Registration Deadline

Classes are filled in the order registration is received. Mail registrations are processed at the end of the day on which they are received. The deadline for registration for any class is 4:00 pm on the last working day before the class begins. For additional registration information, call 625-1300.

Fees

Fees must accompany your registration. You can pay fees with cash, check, or a University Intra-Institutional Voucher. Make checks payable to the University of Minnesota.

In the course descriptions, fees are shown in ascending order and apply to the following three groups: University students/University faculty and staff/Others.

Intra-Institutional Voucher (IV) Payments

If you pay by Intra-Institutional Voucher (IV), *credit* this ADCS account:

Area	Org	Sub Org	Rev Src	Sub Rev
357	2001	05	4410	10

The *debit* account must use Object 7300 and Sub Object code 32. Please include a name and phone number so we can call you if we have questions about the IV.

For security reasons, departments *must* send or bring both the white *and* yellow authorized copies of the IV to our office in 190 Shepherd Labs for registration. If both copies are not enclosed, your registration will not be accepted. We do not accept photocopies of IVs or on-line vouchers. IVs sent to the wrong location will not be registered.

New Policy for Cancellations and Refunds

If you cannot attend a class, please notify us by calling 625-1300. We need to hear from you so that we can contact people on our waiting lists. You can cancel your registration by mail or by phone.

To receive a refund, we must receive your cancellation notice two working days before the beginning the class. There will be a \$10 cancellation fee. There will be no refund for courses with fees of \$10 or less. If we must cancel a class, we will refund your registration fee in full.

Prerequisites

Look for this symbol: ♦
The ♦ symbol alerts you to prerequisites for the classes you want to attend.

Please note: Instructors will not slow down classes to accommodate students who have not mastered the stated prerequisites.

Classes begin on time! Instructors will not wait for late attendees, nor will they review material already covered.

Summer Session Classes

Operating Systems, Languages, and Fundamentals

See Macintosh Courses, IBM-Compatible Courses, Central Systems Courses, Operating Systems and Languages

- Mac Fundamentals
- Drawing and Painting Fundamentals
- Introduction to DOS 6
- Mouse Techniques
- Introduction to Windows 3.1
- Windows 95
- Introduction to UNIX

Communications, E-Mail, and Networking

See Communications and Network Courses

- World Wide Web (Mac & Win)
- Electronic Mail Using POPmail (Mac & Win)
- Writing World-Wide Web Documents (Mac & Win)
- Setting Up Your Internet Kit (Win 95)
- Considerations for Departmental PC Networks
- Designing a Web Page: Do's and Don'ts

Desktop Publishing

See Macintosh Courses

- Introduction to PageMaker 6.0 (Mac)
- PageMaker 6.0: Beyond the Basics (Mac)

Databases

See Macintosh Courses and IBM-Compatible Courses

- Introduction to FileMaker Pro 2.1 (Mac)
- Introduction to FileMaker Pro 3.0 (Mac & Win)
- Introduction to Access (Win)

Multimedia and Presentation

See Macintosh and IBM-Compatible Courses

- Introduction to PowerPoint (Win)
- PhotoShop Basics (Mac)

Spreadsheets

See Macintosh Courses and IBM-Compatible Courses

- Introduction to Spreadsheets (using Excel) (Mac & Win)
- Excel Basics (Mac & Win)
- Excel Macros Using Visual BASICs (Win)

Statistics

See Statistics Courses

- Introduction to SAS

Word Processing

See Macintosh Courses and IBM-Compatible Courses

- Introduction to Word (Mac and Windows)

Help and Information

Help

- BASIS (AIS), 7 am-4:30 pm, M-F 624-0555
- Central Systems, EPX, NVE, UZ, VX, VZ, M-F ... 6-8366
9 am-4 pm, requires username and password
Web page: <http://www.umn.edu/ccs>
- E-mail & Internet, 9 am-4 pm, M-F 6-7676
by e-mail for U of M: help@tc.umn.edu
- Microcomputers, Distributed Systems
9 am-4 pm, 152 Shepherd Labs 6-4276
1-4 pm, 93 Blegen and 68 Bio Sci Center
Web page: <http://www.micro.umn.edu>
- NTS, Telecom, 24-hour Repair Desk 5-0006
Web pages:
<http://www.umn.edu/telecomm/telecom.html>
<http://www.unet.umn.edu>
- Training Library, ADCS Short Courses 6-4276
- Password, Forgot it? Call the Micro helpline 6-4276
Or go in person to any Microcomputer helpline.

General Information & Phone Numbers

- Academic & Distributed Computing Services 5-1300
- Computer Store, Williamson Hall 5-3854
- Digital Media Center 5-5055
- Disability and Computing Services, voice/TTY .6-0365
- Engineering Services 5-1595
- NTS, Telecommunications Helpline 6-7800
- NTS, University Networking Services 5-8888
- Statistical Support, SAS, 4-3330
SPSS, BMDP, Minitab (VX/EPX) 6-8366
- Workstation Support Group 4-7486

Access Information

- SLIP: 2400/14,400 626-1920
- SLIP: 14,400/28,800 627-4250
- SLIP: ADI-100 and ITE (with MKO) 623-0291
- Short Courses Web Page:
<http://www.micro.umn.edu/ADCS/Training/>
- LUMINA (Library): admin.ais.umn.edu
- Gopher (log in: gopher): consultant.micro.umn.edu
- News Server: newsstand.tc.umn.edu

Communications and Network Courses

● Hands-on. Limited enrollment.

World Wide Web

Learn how to use Netscape, the World Wide Web (WWW) client on Mac or Windows to browse the Web. You'll learn how to create bookmarks, quickly access your favorite sites, search the Web for particular topics, access WWW subject catalogs, and jump to given locations.

(Windows) World Wide-Web

- ◆ Prerequisite: mastery of *Mouse Techniques*.
 - ◆ Prerequisite: mastery of *Introduction to Windows*.
- WWeb101 July 27 from 9 to noon
 WWeb102 July 17 from 9 to noon
 WWeb103 July 25 from 9 to noon
 Fees \$10/25/55

(Mac) World-Wide Web

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- MWeb101 July 12 from 9 to noon
 MWeb102 July 16 from 9 to noon
 Fees \$10/25/55

Electronic Mail

This 2.5-hour *hands-on* class will introduce you to E-mail. You will learn to configure POPmail for Macintosh or POPmail for Windows to understand the Internet addressing structure, and to send and receive messages.

(Windows) Electronic Mail Using WS_POPmail

- ◆ Prerequisite: mastery of *Mouse Techniques*.
 - ◆ Prerequisite: mastery of *Introduction to Windows*.
- Electronic Mail Using POPmail* for Windows is offered once.
- POPW101 July 1 from 1:30 to 4 pm
 Fees \$5/15/40

(Mac) Electronic Mail Using POPmail

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- Electronic Mail Using POPmail* for the Macintosh is offered once.
- POPW101 July 26 from 9:30 to noon
 Fees \$5/15/40

Writing World-Wide Web Documents: Introduction to HTML Authoring

The hypertext markup language (HTML) is used to create documents that can be read by World-Wide Web (WWW) clients. In this hands-on class you will learn to create WWW documents on a Macintosh or Windows platform. This class focuses on HTML 2.0. Topics covered are:

- HTML formatting directives
- Placing links in documents
- Including images and sounds in HTML documents
- Checking the validity of your HTML code
- A discussion of new HTML features such as tables

Writing World-Wide Web Documents in Windows

Writing World-Wide Web Documents in Windows is taught over two days and is offered twice. We will use the Hot Dog HTML editor.

- ◆ **Prior experience using Windows 3.1 is required.**
- ◆ No previous HTML experience is assumed. You should, however, be familiar with using a WWW client to browse the Web.

HTMLW101 July 9, 11 from 9 to noon
 HTMLW102 July 23, 25 from 1 to 4 pm
 Fees \$25/50/120

Writing World-Wide Web Documents on a Macintosh

Writing World-Wide Web Documents on a Macintosh is taught over two days and is offered three times. We will use the BBEdit text editor with HTML extensions.

- ◆ **Prior experience using a Macintosh is required.**
- ◆ No previous HTML experience is assumed. You should, however, be familiar with using a WWW client to browse the Web.

HTMLM101 July 16, 18 from 1 to 4 pm
 HTMLM102 July 23, 25 from 1 to 4 pm
 HTMLM103 July 30, August 1 from 9 to noon
 Fees \$25/50/120

Communications and Network Courses

Seminars

- No hands-on.
- Limited enrollment.

Setting Up Your Internet Kit

This class will show you how to set up each of the programs you get with the Internet Tool Kit along with a few basics about how to use each. It will not go into any great detail about how to use any program and is intended to get people ready to explore more on their own. If you want to learn more details about a specific program take that specific course. Part of this class will be devoted to setting up the Internet Kit modem software.

Windows 95 Internet Kit

◆ Prerequisite: *E-mail Orientation*
 W95IK101 July 10 from 1:30 to 4 pm
 Fees \$5/20/45

New ► Considerations for Departmental PC Networks

This seminar will discuss the requirements and services at the University of Minnesota for networking PC compatibles together for file, printer, and application sharing. We will place emphasis on the use of Novell NetWare 4.1 and describe the proper departmental procedures for setting up a server.

Considerations for Departmental PC Networks is offered once.

PCNet101 July 25 from 2 to 4 pm
 Fees \$15/45/na

Brown Bag Seminars

These 1-hour seminars are offered during the noon hour. You are welcome to bring your lunch.

New ► Designing a Web Page: Do's and Don'ts

This seminar will introduce the elements of good web page design taking in to account the capabilities of various browsers.

Designing a Web Page: Do's and Don'ts is offered once.

WebPD101 August 1 from noon to 1 pm
 Fees \$10/25/na

E-Mail Orientation

All University of Minnesota faculty, staff, and all students registered in a degree program automatically receive an electronic mail (E-mail) account. This E-mail account also provides access to other electronic information resources on the worldwide Internet. Academic and Distributed Computing Services provides training.

We encourage you to attend one of these free orientation sessions. These sessions will give you an overview of the campus network and demonstrate how to use your E-mail account and other network services.

Weekday	Date	Time	Location
East Bank Campus			
Tuesday	July 9	1:30 – 3:00 pm	2 Nicholson Hall
	July 23	10:30 – noon	2 Nicholson Hall
Wednesday	June 12	1:30 – 3:00 pm	2 Nicholson Hall
Thursday	June 27	1:30 – 3:00 pm	2 Nicholson Hall

Statistics Courses

- Hands-on unless otherwise noted.
- Limited enrollment.

Introduction to SAS

The essentials of SAS (Statistical Analysis Software) for data analysis and statistics are covered in this 12-hour *hands-on* course.

- ◆ Prerequisite: familiarity with the operating system you plan to use, i.e., CMS, MVS, PC/MS-DOS, OS/2, UNIX, VMS, Windows, or Macintosh including basic commands and file management. This information will *not* be covered by the instructor.

Introduction to SAS is taught over four days. Each day is split between lecture and lab.

SAS101 July 22, 24, 29, 31 from 9 am to noon
Fees \$35/65/150.

Operating System Courses

- Hands-on.
- Limited enrollment.

Introductory Courses

Introduction to UNIX

This 6-hour course is a *hands-on* look at the UNIX operating system for beginners. We will discuss important commands and utilities, file system structure and manipulation, on-line help and different "flavors" of UNIX.

Introduction to UNIX is taught over two days and offered once.

UN101 July 24, 26 from 2 to 4 pm
Fees \$35/65/150

Central Systems Courses

- Not hands-on unless specified.
- Limited enrollment.

These classes teach the operating systems and software on large central system computers that are used by many people simultaneously for administrative and research projects. An account is not mandatory for this class. The fee for these classes covers some of the cost of class materials. To access these central systems for personal use, you must have an account. Call 626-8366 for information.

CMS

CMS Introduction

This is a 4-hour *hands-on* training class in CMS, the operating system on the IBM mainframes. Call 624-6235 to set up a training session.

NOS/VE

Introduction to NOS/VE

Connecting to NOS/VE, entering commands, using full-screen capabilities, managing files, obtaining output, file transfers, and on-line help are taught in this class. Call 626-8366 to schedule a training session.

NOS/VE Full Screen Editor

In this class, you will be taught how to create and edit NOS/VE files, expand on-line help for each function, and customize functions. Call 626-8366 to schedule a training session.

Macintosh Courses

- **Hands-on. Limited enrollment.**
- **All classes are taught using System 7.5.**

General

Macintosh Fundamentals

This 3-hour class is for new Macintosh users. Mastery of the skills covered in this class is a prerequisite for nearly all of our other Macintosh classes.

In this class you will learn the four basic mouse skills: pointing, clicking, double clicking, and dragging. You will learn to work with the Macintosh's "desktop," the menu bar, and icons.

You will learn how to

- select an icon and start up programs
- use "pull down" command menus with the mouse
- select commands to accomplish your work
- exit from programs.
- work in and manipulate a window
- use the *Cut*, *Copy*, and *Paste* commands
- use a desk accessory—the Scrapbook.
- create a new document
- retrieve existing documents
- put away the document you are working with
- name documents
- save documents
- work with folders and move from one folder to another.

Finally, you will learn how to make those important backup copies of your work on floppy disks and the importance of using the Mac's *Shut Down* command before turning off your machine.

Macintosh Fundamentals is offered twice.

MF101 June 25 from 1 to 4 pm

MF102 July 2 from 9 to noon

Fees \$15/20/40

Drawing and Painting Fundamentals

This class is for anyone who wants to use clip art or graphics in their documents. This class is a prerequisite for *PageMaker*, *4th Dimension*, *Persuasion*, *Director*, and *PhotoShop*. In this 2.5-hour class you will be exposed to two different types of graphics programs, discover their strengths and weaknesses, and learn how to integrate them. You will use *MacDraw*, object-oriented software, and *MacPaint II*, bit-map freehand painting software, to create illustrations. You will learn how to use computer

graphics tools as well as how to copy, move, and transform images. Prior experience using a Macintosh is required.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

Drawing and Painting Fundamentals is offered once.

DR101 June 27 from 1:30 to 4 pm

Fees \$15/20/40

Word Processing

Introductory Courses

Introduction to Word 6.0

This 6-hour class is for users new to Word 6.0. You will use character and paragraph formatting and move blocks of text. In addition, you will learn how to: move quickly through your documents; manipulate multiple windows; set margins, indents, page numbers, headers and footers; use the spelling checker; and preview your work. You will also learn "drag and drop" and how to use the standard and formatting toolbars.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

Introduction to Word is taught over three days and is offered once.

WD101 July 9, 10, 11 from 10 to noon

Fees \$45/65/100

Database

Introductory Courses

Introduction to FileMaker Pro 2.1

This 5-hour class covers basic concepts of database management. You will learn how to create a database and how to enter data; find, change and sort information; and design simple reports and mailing labels.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Drawing and Painting Fundamentals*.

Introduction to FileMaker Pro 2.1 is taught over two days and is offered once.

FM101 July 9, 11 from 1:30 to 4 pm

Fees \$45/55/100

Macintosh Courses

Introduction to FileMaker Pro 3.0

This 5-hour class covers basic concepts of database management. You will learn how to create a database and how to enter data; find, change and sort information; and design simple reports and mailing labels.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Drawing and Painting Fundamentals*.

Introduction to FileMaker Pro 3.0 is taught over two days and is offered once.

FM102 July 23, 25 from 9:30 to noon
Fees \$45/55/100

Spreadsheets

Introductory Courses

Introduction to Spreadsheets (using Excel 5.0)

This 1.5-hour class is for those who have never seen or used a spreadsheet before. You will learn about components of a worksheet, how to enter and edit data, how to move around the spreadsheet, and how to open and close files. The ability to do these tasks quickly is required for all other Excel classes.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.

Introduction to Spreadsheets is offered once.
EX101 July 15 from 10:30 to noon
Fees \$10/\$15/\$25

Excel Basics

In this 5-hour class you will create several spreadsheets with formulas and functions. Topics include formatting, relative and absolute addressing, copying and pasting, split screens, and print preview.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Introduction to Spreadsheets*.

Excel Basics is taught over two days and is offered once.
EXB101 July 17, 19 from 9:30 to noon
Fees \$45/55/100

Multimedia

Introductory Courses

PhotoShop Basics

This 6-hour class is intended for the beginning PhotoShop user. We will focus on the basic concepts, basic selecting techniques, and color correction. You will learn to use the toolbox and palettes to create a composite image.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of basic Macintosh drawing and painting programs.

Introduction to Adobe PhotoShop is taught over two days and is offered once.

PH101 July 8, 10 from 1 to 4 pm
Fees \$45/65/120

Desktop Publishing

Introductory Courses

Introduction to PageMaker 6.0

In this 5-hour class you will put together a newsletter. You will create a template from scratch, manipulate master pages, and wrap text around graphics.

- ◆ Prerequisite: mastery of *Mac Fundamentals*.
- ◆ Prerequisite: mastery of *Drawing and Painting Fundamentals*. If you can diagram your office using a drawing (not a painting) program, you have mastered these skills.
- ◆ Prerequisite: mastery of basic skills using any Macintosh word processing software.

Introduction to PageMaker is taught over two days and is offered once.

PM101 July 31, August 1 from 1:30 to 4 pm
Fees \$45/55/100

Macintosh Courses

Seminars

- **No hands-on. Limited enrollment.**

New ► PageMaker 6.0: Beyond the Basics

This class uses the Adobe PageMaker official training workbook. You will learn how to assemble ten publications, including a flyer, newsletter, poster, compact jewelcase booklet, book cover design, magazine article, and a catalog. The workbook lessons provide step-by-step instructions. Class sessions will answer any questions pertaining to the current lesson and will review the PageMaker features used in assembling the next lesson's publication. Between sessions, you will be required to complete the assigned lesson.

Access to a computer with a CD-ROM and PageMaker 6.0 is required. If you don't have access to this equipment, you may make arrangements with the instructor to use a computer on the St. Paul campus.

- ◆ Prerequisite: prior experience using a Macintosh.
- ◆ Prerequisite: Completion of *Introduction to PageMaker 6.0*.

PM201 Wednesdays, June 26 through August 28, 10 to noon

Fees* \$155/\$155/na

* \$55 refunded when the workbook is returned at the end of the class. Payment for this class must be made with a CUPS number. No exceptions.

PC/Compatible Courses

- **Hands-on. Limited enrollment.**

General

Introduction to DOS 6.x

This 6-hour class is for new users of PC/MS-DOS versions 3 or above. Mastery of skills covered in this class is a prerequisite for all our other IBM classes. You will be introduced to four basic hardware components: the central processing unit, memory, input/output, and auxiliary storage. You will learn how DOS, your disk operating system software, manages these hardware components and allows you to interact directly with your computer.

You will learn DOS commands that enable you to

- prepare a floppy disk for use and name it
- create text files
- name and organize files according to file type
- copy files from one disk to another
- set the date and time in your computer's system clock
- organize the files on a disk by creating subdirectories
- create nested subdirectories
- move from one subdirectory to another
- remove subdirectories
- display your subdirectories on the screen and
- copy this information to a file that can be printed out
- move between your floppy drive and hard drive.

Finally, you will learn to create a basic batch file, a file that will automatically execute a group of DOS commands.

Introduction to DOS is taught over three days.

DOS101 July 8, 10, 12 from 10 to noon

Fees \$45/65/100

Mouse Techniques

If you are not experienced at using a mouse and you plan to take a class for which mouse experience is a prerequisite, take this class first! It is very difficult to keep up with everyone else in a class such as *Introduction to Word* when you are struggling to use the mouse.

Mouse Techniques is offered once.

MT101 June 26 from 11 am to noon

Fees \$5/10/25

Introduction to Microsoft Windows 3.1

This 4-hour class is an overview of Windows 3.1. You will learn how to: manipulate multiple windows; create and modify groups of applications in program manager; run and switch between applications; change Windows settings using the Control Panel; and manipulate files, directories and disks with File Manager.

- ◆ Prerequisite: mastery of *Introduction to DOS*.
- ◆ Prerequisite: mastery of *Mouse Techniques*.

Introduction to Microsoft Windows is taught over two days and offered once.

WIN101 June 27, 28 from 2 to 4 pm

Fees *\$35/45/80

* *Fee and Workbook Notice:* Includes the cost of a workbook handed out in class.

PC/Compatible Courses

Windows 95

An introduction to Microsoft Windows 95. Explore the new desktop, graphical interface, and features of windows 95. Cover the new diagnostic and tuning tools to get the most out of your windows 95 workstation.

- ◆ Prerequisite: mastery of *Introduction to DOS*.

Windows 95 is taught over two days and is offered once.

W95101 July 16, 18 from 1 to 4 pm

Fees* \$45/65/120

* *Fee and Workbook Notice:* The fee includes the cost of the two workbooks distributed the first day of class.

Word Processing

Introductory Courses

Introduction to Microsoft Word 6.0/7.0

This 6-hour class is for users new to Word 6.0 for Windows 3.x or Word 7.0 for Windows 95. The class will be taught under Windows 3.1. You will use character and paragraph formatting and move blocks of text. In addition, you will learn how to: move quickly through your documents; manipulate multiple windows; set margins, indents, page numbers, headers and footers; use the spelling checker; and preview your work. You will also learn "drag and drop" and how to use the Standard and Formatting toolbars.

- ◆ Prerequisite: mastery of *Intro to Windows*.

Introduction to Microsoft Word for Windows is taught over three days and is offered once.

WDW101 July 22, 24, 26 from 10 to noon

Fees \$45/65/120

Database

Introductory Courses

Introduction to FileMaker Pro 3.0 for Windows

This 5-hour class covers basic concepts of database management. You will learn how to create a database and how to enter data; find, change and sort information; and design simple reports and mailing labels.

- ◆ Prerequisite: mastery of *Intro. to Window 95*.

Introduction to FileMaker Pro 3.0 for Windows is taught over two days and is offered once.

FMW101 July 16, 18 from 9:30 to noon

Fees \$45/55/100

Introduction to Access for Windows

The basic concepts of Access relational database management are covered in this 6-hour class. Learn how to build your own Access database by creating tables, defining relationships, designing forms and reports, and working with queries and dynasets. Fundamentals of data entry, retrieval and manipulation will be explained.

- ◆ Prerequisite: mastery of *Intro. to Windows*.

Introduction to Access for Windows is taught over three days and is offered once.

AW101 July 15, 17, 19 from 2 to 4 pm

Fees \$45/55/100

Spreadsheets

Introductory Courses

Introduction to Spreadsheets (using Excel 5.0)

This 1.5-hour class is for those who have never seen or used a spreadsheet before. You will learn about components of a worksheet, how to enter and edit data, how to move around the spreadsheet, and how to open and close files. This class is required for all other Excel classes.

- ◆ Prerequisite: mastery of *Introduction to Microsoft Windows*.

Introduction to Spreadsheets is offered once.

EXW101 July 8 from 2:30 to 4 pm

Fees \$10/\$15/\$25

Excel Basics

In this 5-hour class you will create several spreadsheets with formulas and functions. Topics include formatting, relative and absolute addressing, copying and pasting, split screens, and print preview.

- ◆ Prerequisite: mastery of *Intro. to Spreadsheets*.

Excel Basics is taught over two days and is offered once.

EXWB101 July 10, 12 from 1:30 to 4 pm

Fees \$45/55/100

PC/Compatible Courses

Intermediate Courses

Changed ► **Excel Macros and More**

This 6-hour class covers the following: writing simple Excel macros, consolidating and linking data from worksheets, creating names to simplify writing formulas and moving around in worksheets, adding cell notes and graphics to clarify worksheet data, and protecting worksheet data.

◆ Prerequisite: mastery of *Excel Basics*.

Excel Macros Using Visual BASIC is taught over two days and is offered once.

EXM101 24, 26 from 1 to 4 pm

Fees* \$45/65/100

* Fee includes a \$12 workbook which will be distributed at first day of class.

Presentation

Introductory Courses

Introduction to PowerPoint

This class is intended for people who have not used or have very little knowledge of PowerPoint. The first hour of the class will be spent showing how to draw and edit objects in Power Point. During the rest of the class you will be shown how to work in PowerPoint different views, enter slide titles and text, and how to use PowerPoint's Wizards and Templates. By the end of class you will know how to create and edit a presentation.

◆ Prerequisite: mastery of *Introduction to Windows*.

Introduction to PowerPoint is taught over two days.

PP101 July 30, August 1 from 2 to 4 pm

Fees \$45/55/100

Self-Paced Training

Training Centers

Academic and Distributed Computing Services has self-paced training centers on the Minneapolis and St. Paul campuses available to University faculty, staff, and students. They are equipped with hardware, software, and a select number of training materials. Training materials at these centers may not be checked out. Since the collection at each center is limited, you may check out additional packages at the ADCS office in 190 Shepherd Labs (625-1300).

Equipment

The training centers are located in 1 Nicholson Hall and 58 Biological Science Center and have the following equipment:

- VCR and TV
- audio cassette player
- Macintosh
- IBM-compatible

Hours

Training centers are open Monday through Friday and closed weekends.

Location Hours

1 Nicholson 8 am to 6 pm
58 Bio Sci Ctr Call for reservation

Reservation Policy

To use the materials available in the training centers, call 625-1300 for reservations. Without prior reservation we cannot guarantee the availability of the training facilities. Each location will have a list of materials available. To reserve training materials not available at a training center, call 625-1300. **You may take out only one package at a time for 48 hours.**

Training Packages

A complete list of packages, with descriptions, is available in 190 Shepherd Labs. The packages have

audio tapes, video tapes, or disk-based training tutorials. A complete list is available in our office in 190 Shepherd Labs.

There is no fee for using these packages, and you may check them out for 48 hours. However, before you can check them out, you must sign a *Usage Agreement* and leave your University of Minnesota ID with us. We will return your ID when you return the training materials. Unless you use our self-paced training centers, you must supply your own equipment and software.

Generally DOS and Windows training software is available on 5.25-inch 360K and 3.5-inch 720K disks; Macintosh training materials on 800K.

See the Short Course Web Page for a complete list of packages.

Student/Staff ID # or Social Security #:

Required for registration.

Academic & Distributed Computing Services Short Course Registration

Student Staff/Faculty Other

Name

Department Name (if applicable)

Address

Work Phone

Home Phone

Please note: Some classes require previous experience. Before registering for a course, please check its description in the Short Course Bulletin for any prerequisites. Instructors assume that all registrants meet the stated prerequisites.

Class Code	Class Title	Date and Time	Fees

For Office Use Only

Reg. By: Date: **Total Fees:** Payment by: Cash Check IV _____

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