## Information Technology Courses

### Information Technology Microsoft Office 2016 Courses

**Did you Know?**
The university provides professional development courses to improve core competencies, enhance job performance, and encourage personal growth for faculty and staff. All JHU full and part-time faculty and staff are eligible. Click here to learn more about the Professional Development Benefit. Click here to learn more about the Information Technology Program.

**Instructor-led Course Keys:**
- **On-Demand** – Attended at vendor’s location by request. You have the option of attending these in-person or live-virtual.

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### E-Courses
- Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks
- Microsoft Excel 2016 Essentials: Formatting Data
- Microsoft Excel 2016 Essentials: Formulas and Functions
- Microsoft Excel 2016 Essentials: Charts, Tables, and Images
- Microsoft Excel 2016 Essentials: Data Presentation Strategies
- Microsoft Excel 2016 Intermediate: Customizing Views, Styles, and Templates
- Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms
- Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors

### Books
- Essential Excel 2016: A Step-by-Step Guide
- Excel 2016 Bible
- Excel 2016 Formulas
- Excel 2016 Power Programming with VBA

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**Books 24x7**
- Teach Yourself VISUALLY Word 2016
- Word 2016 in Easy Steps

**Click the course titles to view our descriptions, dates, and times, or visit the website [learning.jhu.edu](http://learning.jhu.edu)**
# Information Technology Courses

## Outlook 2016

**Instructor-Led Courses**
- Outlook 2016 Fundamentals
- On Demand Options

**E-Courses**
- Getting to Know Outlook 2016
- Customizing and Managing Outlook 2016
- Formatting Email in Outlook 2016
- Organizing Contacts in Outlook 2016
- Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016
- Configuring and Managing Meetings and Notes in Outlook 2016
- Managing Attachments, and Inserting Items and Signatures in Outlook 2016
- Managing Automation, Storage, and Tidying Up in Outlook 2016
- Managing Contacts, Tasks, and the Calendar in Outlook 2016
- Managing Conversations and Email in Outlook 2016
- Configuring Message Options in Outlook 2016

**Books 24x7**
- Outlook 2016 for Dummies

## OneNote 2016

**E-Courses**
- Getting to Know Microsoft OneNote 2016
- Working with Microsoft OneNote 2016

**Books 24x7**
- Teach Yourself VISUALLY Office 2016
- Office 2016 In Easy Steps

## Project 2016

**Instructor-Led Courses**
- Microsoft Office Project Management (3 day)
- On Demand Options

**E-Courses**
- Getting Started with Project 2016
- Managing Resources and Views in Project 2016
- Tracking, Managing, and Sharing Projects in Project 2016
- Working with Tasks, Relationships, Constraints, and Milestones in Project 2016

**Books 24x7**
- Planning and Control Using Microsoft® Project 2013 or 2016 and PMBOK® Guide, Fifth Edition

## Visio 2016

**E-Courses and Videos**
- Getting Started with Visio 2016
- Designing and Enhancing Diagrams in Visio 2016
- Creating and Managing Diagrams in Visio 2016

**Books 24x7**
- Office 2016 In Easy Steps

## Office 365

**Instructor-Led Courses**
- Microsoft Office 365: Web Apps (with Skype for Business)
- Microsoft Office 365: Web Apps (with Skype for Business) (On-Demand)

**E-Courses**
- Microsoft Office 365: Applications
- Microsoft Office 365 for Advanced Business Users: New Presentation Features
- Microsoft Office 365 for Advanced Business Users: Portal Enhancements

## Access 2016

**Instructor-Led Courses**
- Access 2016: Part 1
- Access 2016: Part 2
- Access 2016: Part 3
- On Demand Options

**E-Courses and Videos**
- Introduction to the Access 2016 Interface, Database Management, and Tables
- Creating Relationships, Queries, Forms and Reports in Access 2016

**Books 24x7**
- Access 2016 Bible
- Microsoft Access 2016 Programming by Example with VBA, XML, and ASP

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Click the course titles to view our descriptions, dates, and times, or visit the website [learning.jhu.edu](http://learning.jhu.edu)
# SharePoint 2016

## Instructor-Led Courses
- Microsoft SharePoint Foundation 2016: Site User *(On Demand)*
- Microsoft SharePoint Foundation 2016: Site Owner *(On Demand)*
- Microsoft SharePoint 2016: Advanced Site Owner with Workflow Administration *(On Demand)*

## E-Courses
- Navigating, Customizing, Lists and Libraries in SharePoint 2016
- Document Sets, Alerts, Site Pages, and Web Parts in SharePoint 2016
- Content Types, Workflows, Calendar, and Office Applications in SharePoint 2016
- Interconnecting SharePoint 2016
- Managing Libraries and Lists in SharePoint 2016
- SharePoint 2016 Content Management
- Social Networking and Collaboration in SharePoint 2016
- Tags, Notes, Community Sites, and Search in SharePoint 2016
- Microsoft SharePoint 2016 for iOS: Blogging

## Books 24x7
- SharePoint 2016 for Dummies
## Information Technology Courses

### Adobe Acrobat

**Instructor-Led Courses**
- Adobe Acrobat Pro DC
- On Demand Options

**E-Courses and Videos**
- Adobe Acrobat DC Fundamentals
- Working with Adobe Acrobat DC

**Books 24x7**
- Adobe Creative Cloud Design Tools All-in-One For Dummies
- Adobe Acrobat X PDF Bible

### Adobe Illustrator

**Instructor-Led Courses**
- Illustrator CC Complete – 2 day
- Illustrator CC Advanced
- On Demand Options

**E-Courses and Videos**
- Adobe Illustrator CC 2015 Introduction and New Features
- Adobe Illustrator CC 2015 Fundamentals
- Adobe Illustrator CC 2015 Tools
- Working with Text in Adobe Illustrator CC 2015
- Adobe Illustrator CC 2015 Working with the Pen Tools and Objects
- Drawing in Adobe Illustrator CC 2015
- Adobe Illustrator CC 2015 Gradients and Bitmap Images
- Adobe Illustrator CC 2015 Advanced Tools and Effects

**Books 24x7**
- Adobe Creative Cloud Design Tools All-in-One For Dummies

### Adobe Photoshop

**Instructor-Led Courses**
- Photoshop CC Introduction – 2 day
- Photoshop CC Advanced – 2 day
- On Demand Options

**E-Courses and Videos**
- Adobe Photoshop CC 2015 Basics
- Adobe Photoshop CC 2015: Selection Tools and Techniques
- Adobe Photoshop CC 2015: File Types and Color Editing
- Adobe Photoshop CC 2015: Layers and Type
- Adobe Photoshop CC 2015 Paths and Techniques
- Adobe Photoshop CC 2015 Enhancement Tools and Techniques
- Adobe Photoshop CC 2015 Cloning and Editing

**Books 24x7**
- Teach Yourself Visually Photoshop CC
- Photoshop CC in Easy Steps
- 1001 Photoshop Tips

### Adobe InDesign

**Instructor-Led Courses**
- InDesign CC Introduction – 2 day
- InDesign CC Advanced – 2 day
- On Demand Options

**E-Courses and Videos**
- Adobe InDesign CC 2015 Fundamentals
- Adobe InDesign CC 2015 Basic Navigation and Tools
- Working with Images and Exporting Files in Adobe InDesign CC 2015
- Working with Objects and Editing Tools in Adobe InDesign CC 2015
- Working with Pages in Adobe InDesign CC 2015
- Working with Text in Adobe InDesign CC 2015

**Books 24x7**
- Adobe Creative Cloud Design Tools All-in-One For Dummies

### Adobe LiveCycle

**Instructor-Led Course**
- Adobe LiveCycle Designer
- Adobe LiveCycle Designer Advanced

### Adobe Dreamweaver

**Instructor-Led Course**
- On Demand Options

**E-Courses and Videos**
- Adobe Dreamweaver CC 2015 Fundamentals
- The Adobe Dreamweaver CC 2015 Interface
- Adobe Dreamweaver CC 2015 Web Design
- Basic Coding with Adobe Dreamweaver CC 2015
- Adobe Dreamweaver CC 2015 Browsers and HTML

**Books 24x7**
- Dreamweaver CC For Dummies

*Click the course titles to view course descriptions, dates, and times, or visit the website learning.jhu.edu*
# Information Technology Courses

## SiteExecutive

**Instructor-Led Courses**
- Content Authoring in SiteExecutive

## WordPress

**Instructor-Led Courses**
- WordPress: Level 1
- WordPress: Level 2
- WordPress: Just enough HTML and Graphics Editing
- On Demand Options

**E-Courses and Videos (V)**
- WordPress Introduction and Basic Configuration
- WordPress Advanced Themes and Administration
- WordPress Networking and Security

**Books 24x7**
- WordPress: Pushing the Limits

## Graphic Design for Non-Designers

**Instructor-Led Courses**
- Fundamentals of Graphic Design for Non-Designers

**Books 24x7**
- White Space is Not Your Enemy: A Beginner's Guide to Communicating Visually through Graphic, Web & Multimedia Design
- Typographic Design: Form and Communication, 6th Edition

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LinkedIn Learning

Whether you’re interested in learning new skills so you can better perform your current work or you want to grow into a new position or career path, your JHU benefits can help. The university offers a host of resources, such as online and in-person classes, books, videos, podcasts, and more. We can also help managers and supervisors with performance management, employee engagement, and organization development to optimize team effectiveness.

Now, we are excited to expand our learning options by offering all JHU faculty and staff free access to thousands of online courses through LinkedIn Learning. This platform (formerly called Lynda.com) offers courses taught by real-world professionals on leadership, management, data science, software development and many other topics.

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Remember, as stated in the JHU HR Personnel Policies manual, all faculty, managers, and supervisors should ensure that each staff member reporting to them has a minimum of three full days of training per year in areas of knowledge and skill relevant to their job duties and professional aspirations. Make time for the courses, workshops, and other resources that JHU provides to help you achieve your goals.

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