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# COMPUTER CLASSES

DESIGNED FOR BGSU EMPLOYEES

Register by phone 2.8181  
or online at <http://ctc.bgsu.edu/training>

Topic	Macintosh	Windows	Location
<b>NEW BGSU E-MAIL/CALENDAR SYSTEMS</b>			
Part 1: Email/Contact Features	Training is available for learning to use e-mail and calendar software with BGSU's new Microsoft Exchange Server. Outlook training is offered for Windows users and Entourage training is available for Macintosh users. Please visit <a href="http://ctc.bgsu.edu/exchange">http://ctc.bgsu.edu/exchange</a> to view the latest schedule of training sessions.		
Part 1: Calendar/Task Features			
Part 1: Additional Features			
<b>WORD PROCESSING</b>			
Mail Merge with Word & Excel		5/6 T 10:30-12 pm	222 Ed Bldg
<b>SPREADSHEETS</b>			
Excel—Part 1	Attend Windows sessions	6/2 M 1-3:30 pm	222 Ed Bldg
	Attend Windows sessions	5/9 F 9-11:30 am	Firelands
Excel—Part 2	Attend Windows sessions	6/9 M 1-3:30 pm	222 Ed Bldg
	Attend Windows sessions	5/16 F 9-11:30 am	Firelands
Excel—Part 3	Attend Windows sessions	6/23 M 1-3:30 pm	222 Ed Bldg
	Attend Windows sessions	5/23 F 9-11:30 am	Firelands
Excel—Part 4	Attend Windows sessions	6/30 M 1-3:30 pm	222 Ed Bldg
	Attend Windows sessions	5/30 F 9-11:30 am	Firelands
<b>DATABASES</b>			
Access—Part 1		5/16 F 9-11:20 am	222 Ed Bldg
Access—Part 2		5/23 F 9-11:20 am	222 Ed Bldg
Access—Part 3		5/30 F 9-11:20 am	222 Ed Bldg
Access—Part 4		6/6 F 9-11:20 am	222 Ed Bldg
<b>PRESENTATIONS/GRAPHICS</b>			
PowerPoint—Part 1	5/15 Th 9:30 am-12 pm	Attend Mac sessions	213A Ed Bldg
PowerPoint—Part 2	5/22 Th 9:30 am-12 pm	Attend Mac sessions	213A Ed Bldg
PowerPoint—Part 3	5/29 Th 9:30 am-12 pm	Attend Mac sessions	213A Ed Bldg
Adobe Photoshop—Part 1	Attend Windows sessions	5/21 W 9:30 am-12 pm	222 Ed Bldg
Adobe Photoshop—Part 2	Attend Windows sessions	5/28 W 9:30 am-12 pm	222 Ed Bldg
Adobe Photoshop—Part 3	Attend Windows sessions	6/4 W 9:30 am-12 pm	222 Ed Bldg
<b>WEB DEVELOPMENT</b>			
HTML—Part 1	Attend Windows sessions	5/21 W 1-3:30 pm	222 Ed Bldg
HTML—Part 2	Attend Windows sessions	5/28 W 1-3:30 pm	222 Ed Bldg
Adobe Dreamweaver—Part 1	Attend Windows sessions	6/4 W 1-3:30 pm	222 Ed Bldg
Adobe Dreamweaver—Part 2	Attend Windows sessions	6/11 W 1-3:30 pm	222 Ed Bldg
Adobe Dreamweaver—Part 3	Attend Windows sessions	6/18 W 1-3:30 pm	222 Ed Bldg
Adobe Dreamweaver—Part 4	Attend Windows sessions	6/25 W 1-3:30 pm	222 Ed Bldg
Adobe Flash—Part 1	Attend Windows sessions	5/20 T 9-11:20 am	222 Ed Bldg
Adobe Flash—Part 2	Attend Windows sessions	5/27 T 9-11:20 am	222 Ed Bldg
Adobe Flash—Part 3	Attend Windows sessions	6/3 T 9-11:20 am	222 Ed Bldg
Adobe Flash—Part 4	Attend Windows sessions	6/10 T 9-11:20 am	222 Ed Bldg
<b>DOCUMENT SHARING/PORTABILITY</b>			
Intro to MyFiles		5/5 M 1:30-2:45 pm	222 Ed Bldg