

# CalPact Schedule January – June 2012



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## Workshops for Staff – Sponsored by CORWE

Date	Time	Topic
<b>ACCESS</b>		
31-Jan & 1-Feb	9-4pm	Fundamentals 2010 (2 days)
21 & 22-Jun	9-4pm	Intermediate 2010 (2 days)
<b>ACROBAT</b>		
10-Feb	9-12pm	Create and Edit PDF files
	1-4pm	10 Most Popular Tips
21-Mar	9-12pm	Creating Fillable PDF Forms
	1-4pm	Making PDF's Accessible (Section 508 Compliant)
23-May	9-12pm	Security, Signatures and Scanned PDFs
<b>CALNET</b>		
8-Feb	11-12pm	Security Basics for Deputies
<b>EXCEL</b>		
2-Feb	9-4pm	Fundamentals
2-May	9-4pm	Fundamentals
16-Feb	9-4pm	Intermediate
30-May	9-4pm	Intermediate
1-Mar	9-4pm	Advanced
6-Jun	9-4pm	Advanced
18-Apr	9-4pm	Power Users
27-Jun	9-4pm	Power Users
7-Feb	8:45-10:15 am	Power of Calculations
	10:30- 12pm	Presenting Data Using Charts
	1-4pm	Data Analysis with Functions
28-Mar	9-12pm	Pivot Tables
	1-4pm	Pivot Tables
31-May	8:45-10:15	Power of Calculations
	10:30- 12pm	Presenting Data Using Charts
	1-4pm	Data Analysis with Functions
<b>FILEMAKER</b>		
3 & 4-May	9-4pm	Fundamentals (2 days)
<b>ILLUSTRATOR</b>		
26-Jan	9-12pm	New Features, Tips and Tricks
	1-4pm	Working with Text and Pictures
22-Mar	9-12pm	Using Shapes and Drawing Tools
	1-4pm	Maximize your Creativity
<b>INDESIGN</b>		
3-Feb	9-12pm	Intro to Design Theory, Color, & Typography
	1-4pm	Laying out Flyers and Banners
9-Feb	9-12pm	Master Text Formatting and Editing Tips
	1-4pm	Digital Publishing
23-Mar	9-12pm	Managing Long and Complex Documents
	1-4pm	Maximize your Creativity

more classes on the back->

<b>MS Office Transitions 2003-2007/10</b>			
	13-Apr	10am, 1pm, 3pm	90 min. overviews in room 150 University Hall
	18-May	10am, 1pm, 3pm	90 min. overviews in room 150 University Hall
	20-Jun	10am, 1pm, 3pm	90 min. overviews in room 150 University Hall
<b>MS PROJECT</b>			
	27-Jan	9-12pm 1-4pm	Part 1: Creating a Project with Tasks Part 2: Managing a Project and Resources
	24-May	9-12pm 1-4pm	Part 1: Creating a Project with Tasks Part 2: Managing a Project and Resources
	19 & 20-Jun	9-4pm	Fundamentals (2 days)
<b>OUTLOOK</b>			
	14-Feb	9-12pm 1-4pm	Managing your Inbox Managing your Inbox
<b>PHOTOSHOP</b>			
	25-Jan	9-12pm 1-4pm	New Features and Tips and Tricks Intro to Layers, Crop, and Resize Photos
	24-Feb	9-12pm 1-4pm	Color Correction and Retouching Techniques Preparing Images for the Web
	22-May	9-12pm 1-4pm	Digital Separation and Reunion Advanced Layers and Masking
	23-May	1-4pm	New Features and Tips and Tricks
<b>POWERPOINT</b>			
	20-Apr	9-12pm	Efficient Presentations
<b>SOCIAL MEDIA</b>			
	29-Feb	9-12pm 1-4pm	Social Media Business Basics Social Media Business Basics
	20-Apr	1-4pm	Social Media Business Basics
<b>VISIO</b>			
	2-Mar	9-4pm	Fundamentals
<b>WEB DESIGN:</b>			
<b>CSS</b>	19-Apr	1-4pm	Using CSS to Format Text and Design Your Web Page
<b>Dreamweaver</b>	23-Feb	1-4pm	Starting New Web Pages
	19-Apr	9-12pm	Updating Content in Existing Web Pages
<b>HTML</b>	23-Feb	9-12pm	Core Tags and Text tags
<b>Drupal</b>	22-Feb	9-4pm	Intro to 7
	27-Mar	9-12pm 1-4pm	Creating and Modifying Views Creating and Modifying Views
	7-Jun	9-4pm	Intro to 7
	28-Jun	9-12pm 1-4pm	Creating and Modifying Views Creating and Modifying Views
<b>SEO</b>	1-May	9-4pm	Search Engine Optimization SEO
<b>WORD 2010</b>			
	15-Feb	9-12pm 1-4pm	Mail Merge, Objects and Forms Long Documents and Macros
	26-Jun	9-12pm 1-4pm	Styles; Formatting, Tables and Labels Build Templates, Graphics, Revisions

**Calpact workshops are taught by AcademyX in room 28 University Hall, unless noted otherwise.**

For details contact Kathleen Valerio, Calpact Coordinator, [calpact@berkeley.edu](mailto:calpact@berkeley.edu) or ph: 643-0451. If these schedules don't meet your needs, **E-Learn** offers interactive courses and on-line books covering a wide range of business and IT topics 24/7 through Blu <http://Blu.berkeley.edu>