Databases | **Desktop Publishing** | **Presentation Graphics** | **Productivity Tools** | **Spreadsheets** | **Web Development** | **Word Processing**

DATABASES

Introduction to Acess

This course covers how to create and modify new databases and their objects. Participants learn to navigate the program, design and build a database, manage data, create queries, generate reports, and customize the Access environment. Version: Microsoft Office 2010
Cost: $145

Intermediate Access

This course builds on the skills and concepts taught in Introduction to Access. Students learn to design a relational database, join tables, organize for efficiency, work across applications, and customize reports. Prerequisite: Introduction to Access. Version: Microsoft Office 2010
Cost: $165

Advanced Access

This course builds on concepts taught in Intermediate Access. Students learn to create, manage, and distribute complex databases. Concepts include designing advanced forms, using data validation, and working with macros. Prerequisite: Introduction to Access, Intermediate Access. Version: Microsoft Office 2010
Cost: $185

Introduction to FileMaker

Participants will learn to create and maintain FileMaker Pro 13.0 databases. From a discussion of database terminology, participants will progress to creating, using, and reporting with a database. Topics include defining fields, building layouts, and managing and sorting records.
Cost: $175

Intermediate FileMaker

In this two-day course, participants will build upon their knowledge in FileMaker Pro 13.0. Topics include establishing clean layouts quickly and efficiently; creating pop-up lists, pop-up menus, radio buttons, portals, and check boxes for faster and more accurate data entry; generating reports with subtotals and grand totals; writing scripts that automate your database; and creating buttons that launch scripts or commands. Prerequisite: Introduction to FileMaker.
Cost: $300

REGISTRATION

This page provides an overview of CWD courses. To register, visit the Harvard Training Portal and sign in using your HarvardKey. There you will also find detailed descriptions and any pre-course requirements.
If you are interested in taking a course, please consult with your manager before registering.

LYNDA.COM

Lynda.com is an online training site with over 4,000 classes on Microsoft and Adobe products, business skills, web design, computer programming, audio and video tools, and much more. Lynda is available free of charge to Harvard staff, faculty, and students. For details, go to:
http://lynda.harvard.edu.

Advanced FileMaker

In this two-day course using FileMaker 13.0, participants will learn to build robust, feature-rich databases with complex calculations and powerful scripted automation. Concepts include advanced use of FileMaker Pro's built-in calculation functions; making use of loops, relationships, variables, parameters, and results with scripts; and creating powerful user interfaces. Tips and techniques will be shared to save valuable development time. Prerequisite: Intermediate FileMaker or equivalent experience working with fields, layouts, calculations, and scripts.
Cost: $300

DESKTOP PUBLISHING

Introduction to InDesign (Multiday Course)

Participants will learn to design, layout, and edit publications such as newsletters and brochures using InDesign CS2 through CS4. Topics include mastering typography and copyfitting; dropping graphics inside of type; text effects; incorporating pictures and Word files; cropping, scaling, and tinting images; using transparency, drop shadows, and corner effects; and creating a table of contents and an index
Cost: $300

Introduction to Illustrator (Multiday Course)

This course covers the components and capabilities of Illustrator CS6. Learn to create basic shapes, custom paths, and graphics containing custom text. Additional topics include customizing objects and preparing documents for deployment. Version: Adobe Illustrator CS6
Cost: $300

Introduction to Photoshop

Participants will learn about capture, enhancement, and publication for photographs in Photoshop CS6. Topics include making basic photo corrections; working with selections; understanding, creating, adding, and arranging layers; and understanding colorspaces and printing options.
Cost: $175

Advanced Photoshop

Participants will learn to master Photoshop's CS2 to CS6 image enhancement tools including masks, silhouettes, filters, special effects, gradients, and illusions. Topics include creating advanced layer and composite images, working with alpha channels, blending pixels, painting and layer modes, making logos, and using the Actions palette for rapid bulk processing of images. Prerequisite: Introduction to Photoshop.
Cost: $175

PRESENTATION GRAPHICS

Introduction to PowerPoint

This course provides the knowledge to create basic presentations. Participants learn to navigate the PowerPoint interface, format text, insert and modify objects, add tables and charts, and prepare a presentation for delivery. Version: Microsoft Office 2010
Cost: $145

Intermediate PowerPoint

This course builds on the skills and concepts taught in Introduction to PowerPoint. Participants learn to customize the PowerPoint interface, modify a design template, and add SmartArt and special effects. Additional topics include securing and distributing presentations. Prerequisite: Introduction to PowerPoint. Version: Microsoft Office 2010
Cost: $165

PRODUCTIVITY TOOLS

Microsoft Project

This course teaches the basic functions and features of Project. Participants will learn to view and create a new project file, manage tasks and resources, and create and finalize a project plan. Version: Microsoft Office 2010
Cost: $165

Microsoft SharePoint

This course covers how to collaborate with team members and share information. Students will learn to use a SharePoint Team Site to access, store, and share information and documents. Version: Microsoft Office 2013
Cost: $185

Outlook Mail and Calendar

Participants will learn to compose and send email, schedule appointments and meetings, manage contact information and tasks, use notes, and customize the Outlook interface for their personal needs. Prerequisite: Basic understanding of Microsoft Windows. Version: Microsoft Office 2010
Cost: $165

SharePoint for Site Owners

This course covers how to create, configure, and manage a SharePoint Team Site. Participants will learn to create a new site; manage libraries, lists, and settings; and assign permissions. Version: Microsoft Office 2013
Cost: $225

SPREADSHEETS

Introduction to Excel

This course covers how to create and edit basic worksheets and workbooks. Participants will learn to navigate the Excel environment, perform calculations, modify and format a worksheet, and print and manage workbooks.
Version: Microsoft Office 2010
Cost: $145

Intermediate Excel

This course builds on the skills and concepts taught in Introduction to Excel. Participants will learn to customize and enhance workbooks, create advanced formulas, analyze data, organize worksheet data, and insert charts and pivot tables. Prerequisite: Introduction to Excel.
Version: Microsoft Office 2010
Cost: $165

Advanced Excel

This course builds on the skills and concepts taught in Intermediate Excel. Participants will learn to manage multiple workbooks, share workbooks, automate common tasks, audit workbooks, apply advanced analysis techniques, and present data visually. Prerequisite: Introduction to Excel, Intermediate Excel.
Version: Microsoft Office 2010
Cost: $185

WEB DEVELOPMENT

Introduction to Dreamweaver

This course covers the basic concepts of Web development and publishing a website. Participants will build a four-page site from scratch; enter, import, and format text; create and edit Cascading Style Sheets (CSS); prepare and place images; add links; create and format tables; and upload a site to a remote server.
Cost: $175

Intermediate Dreamweaver

This course covers the Web development capabilities of Dreamweaver CS6. Participants will learn to develop advanced HTML/Cascading Style Sheets (CSS) without the use of tables; use CSS to format text, tables, and pages; create templates with editable regions, optional regions, and embedded templates; and upload and test pages on a server. Prerequisite: Introduction to Dreamweaver or Introduction to HTML.
Cost: $175

Introduction to HTML

This course covers how to use HTML 4.01 to create basic Web pages. Participants will create a four-page website; insert text- and page-formatting tags; learn the basics of Cascading Style Sheets (CSS); create hyperlinks; insert inline images; set up page layouts; and conduct a Web publishing test. Prerequisite: An understanding of basic word processing and desktop navigation and familiarity with Internet Explorer or Firefox
Cost: $175

Introduction to WordPress

WordPress is one of the world's most popular website-building platforms. It is a content management system (CMS) that allows people with and without coding knowledge to construct and manage websites. This course will cover installation, configuration, user management, asset management (images, PDFs, videos), creating and editing pages and posts, setting up security, and basic Search Engine Optimization (SEO). Prerequisite: Previous web editing experience.
Cost: $195

WORD PROCESSING

Intermediate Word

This course covers how to use Word to create, manage, revise, and distribute complex documents. Participants will learn to use Word with other programs, collaborate on documents, manage document versions, insert reference marks and notes, navigate long documents, secure documents, and create forms. Prerequisite: Intermediate Word.
Version: Microsoft Office 2010
Cost: $185

Advanced Word

This course covers the creation of complex documents in Word. Participants will learn to customize tables and charts, use styles and themes, modify pictures, and manage graphic elements. Additional topics include using Quick Parts, controlling text flow, using templates, performing mail merges, and using macros to automate tasks. Prerequisite: Basic experience using Word.
Version: Microsoft Office 2010
Cost: $165