

Intermediate Microsoft Word 97

2 Lessons

\$30

Consists of 2 two-hour lessons. Topics include creating headers and footers; formatting columns and sections; graphics; creating tables; databases; mail merge.

Section 1	Tues. & Thurs.	Sept. 22 & 24	12:45 - 2:40 p.m.
Section 2	Tues. & Thurs.	Sept. 29 & Oct. 1	9:35 - 11:30 a.m.

Introduction to PowerPoint 97

2 Lessons

\$30

Consists of 2 two-hour lessons. Topics include creating slides; working with slide masters and drawing tools; using Microsoft Graph; inserting clip art; and finalizing and printing presentations.

Section 1	Tues. & Thurs.	Sept. 15 & 17	3:00 - 4:55 p.m.
Section 2	Tues. & Thurs.	Sept. 22 & 24	9:35 - 11:30 p.m.

Intermediate PowerPoint 97

2 Lessons

\$30

Consists of 2 two-hour lessons. Topics include modifying templates; creating WordArt; working with graphics and animation, tools and shortcuts.

Tues. & Thurs.	Oct. 6 & 8	12:45 - 2:40 p.m.
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Making Web Pages with Netscape Communicator

2 Lessons

\$24

Consists of 2 two-hour lessons which introduce the beginner to creating and publishing web pages with Netscape Communicator. Topics include reading HTML; styling text; including and aligning graphics; creating lists, tables and hyperlinks; and publishing your page to a web site. No previous experience writing web pages is assumed, but experience with a mouse, graphical interface, and the World Wide Web is expected.

Section 1	Wed. & Fri.	Sept. 9 & 11	9:35 - 11:30 a.m.
Section 2	Tues. & Thurs.	Oct. 13 & 15	9:35 - 11:30 a.m.

Putting Graphics on the Web

2 Lessons

\$36

Three 2-hour hands-on lessons which demonstrate how to **produce graphics for use on Web pages from** photographs or clip art. Topics include sizing, cropping, and editing graphics; image transparency; simple 3-D effects for buttons; size and performance considerations for web graphics; image maps; and GIF animations.

Mon., Wed. & Fri.	Oct. 5, 7 & 9	12:45 - 2:40 p.m.
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Introduction to Microsoft Access 97

2 Lessons

\$30

Consists of 2 two-hour lessons on Microsoft Access, a relational database program. Topics include creating a database; creating and modifying queries, forms, tables, and reports. Covers basic concepts of relational database design. Requires modest mouse skills.

Section 1	Mon. & Wed.	Sept. 14 & 16	9:35 - 11:30 a.m.
Section 2	Tues. & Thurs.	Sept. 15 & 17	12:45 - 2:40 p.m.
Section 3	Mon. & Wed.	Oct. 5 & 7	3:00 - 4:55 p.m.

Putting Forms on Web Pages

Two 2-hour hands-on lessons which demonstrate how to produce graphics for use on Web pages from photographs or clip art. Topics include sizing, cropping, and editing graphics; image transparency; simple 3-D effects for buttons; size and performance consideration for Web graphics; image maps; and GIF animations.

Mon. & Wed.

Sept. 28 & 30

3:00 - 4:55 p.m.

SAMAS TRAINING: These classes are funded by Administrative Affairs; space is limited.

Using SAMAS - Lesson 1

1 Lesson

No Charge

Consists of I free two-hour lesson introducing the State Automated Management Accounting Subsystem (SAMAS), the official accounting system for the University of Florida and all Florida state agencies. Topics include logging on & off, an explanation of different types of encumbrances; and using the menu system to inquire about encumbrances, some of the master data codes in the title file, the expansion option file, & vendor information. Assumes an understanding of basic accounting terminology.

Tuesday

Sept. 15

8:15 - 10:00 a.m.

Using SAMAS - Lesson 2

1 Lesson

No Charge

Consists of I free two-hour lesson on using SAMAS. Topics include using the expansion option to inquire about additional master data codes and using the menu system to inquire about the available balance file, the property file, the grant information file, and vendor history. Assumes some familiarity with SAMAS.

Tuesday

Sept. 15

10:15 a.m. - 12:00 p.m.

Using SAMAS - Lesson 3

1 Lesson

No Charge

Consists of I free two-hour lesson using SACN with SAMAS. Topics include user-friendly SACN programs and menus developed specifically for the University of Florida to inquire into balances, encumbrances, transactions, and titles. Assumes familiarity with SAMAS.

Thursday

Sept. 17

8:15 - 10:00 a.m.

Using SAMAS - Lesson 4

1 Lesson

No Charge

Consists of I free two-hour lesson using SAMAS. Topics include submitting, viewing, & printing Departmental Ledgers and other reports and an overview of the Departmental Ledger. Assumes familiarity with SAMAS.

Thursday

Sept. 17

10:15 a.m. - 12:00 p.m.

REGISTRATION FORM - USPS COMPUTER TRAINING - Fall A, 1998

Participant's Name	Department	Department Account No.
Campus Address	Campus Phone	Blanket Encumbrance No.

INSTRUCTIONS: Register online at <http://www.circa.ufl.edu/fsc/> or complete a copy of this form for each person who wishes to attend training sessions. Enter an X beside each course desired and return to: **Faculty Support Center, Box 117345**. Requests will be filled on a first-come, first-served basis. When possible, you will be notified if a class is full. **NO refunds or exchanges may be made.** Call the Center at 392-7249 if you have any questions about class content or to determine your admission status.

Introduction to Microsoft Windows 95	2 Lessons	\$30	
Mon. & Wed.	Sept 21 & 23	9:35 - 11:30 a.m.	_____
Introduction to Microsoft Excel 97	2 Lessons	\$30	
Mon. & Wed.	Sept 14 & 16	3:00 - 4:55 p.m.	_____
Mon. & Wed.	Oct 12 & 14	9:35 - 11:30 a.m.	_____
Introduction to Microsoft Access 97	2 Lessons	\$30	
Mon. & Wed.	Sept 14 & 16	3:00 - 4:55 p.m.	_____
Tues. & Thurs.	Sept 15 & 17	12:45 - 2:40 p.m.	_____
Mon. & Wed.	Oct. 5 & 7	3:00 - 4:55 p.m.	_____
Introduction to PowerPoint 97	2 Lessons	\$30	
Tues. & Thurs.	Sept 15 & 17	3:00 - 4:55 p.m.	_____
Tues. & Thurs.	Sept 22 & 24	9:35 - 11:30 a.m.	_____
Intermediate PowerPoint 97	2 Lessons	\$30	
Tues. & Thurs.	Oct 6 & 8	12:45 - 2:40 p.m.	_____
Forms	2 Lessons	\$24	
Mon. & Wed.	Sept 28 & 30	3:00 - 4:55 p.m.	_____
Using SAMAS - Lesson 1	1 Lesson	No Charge	
Tuesday	Sept 15	8:15 - 10:00 a.m.	_____
Using SAMAS - Lesson 2	1 Lesson	No Charge	
Tuesday	Sept 15	10:15 a.m. - 12:00	_____
Using SAMAS - Lesson 3	1 Lesson	No Charge	
Thursday	Sept 17	8:15 - 10:00 a.m.	_____
Using SAMAS - Lesson 4	1 Lesson	No Charge	
Thursday	Sept 17	10:15 a.m. - 12:00	_____
Introduction to Microsoft Word 97	2 Lessons	\$30	
Tues. & Thurs.	Sept 8 & 10	9:35 - 11:30 a.m.	_____
Wed. & Fri.	Sept 9 & 11	12:45 - 2:40 p.m.	_____
Intermediate Word 97	2 Lessons	\$30	
Tues. & Thurs.	Sept 22 & 24	12:45 - 2:40 p.m.	_____
Tues. & Thurs.	Sept 29 & Oct 1	9:35 - 11:30 a.m.	_____
Web Pages with Netscape Comm.	2 Lessons	\$24	
Wed. & Fri.	Sept 9 & 11	9:35 - 11:30 a.m.	_____
Tues. & Thurs.	Oct 13 & 15	9:35 - 11:30 a.m.	_____
Putting Graphics on the Web	3 Lessons	\$36	
Mon., Wed. & Fri.	Oct 5, 7 & 9	12:45 - 2:40 p.m.	_____

<i>For Administrative Use Only</i>	<i>Initials</i>	<i>Date</i>	
Registered			Status
Called			
Billed			