

# Technology Training Upcoming Classes

High-quality training for the  
Stanford community

## Computing Fundamentals

Stanford WebCalendar and WebMail	T Feb 23	9-12	Free
Accomplishing More With Less in the Technology World (Workshop)	F Feb 26	8:30-3:30	\$240
Mac OS X: Getting Started	W Feb 17	1-4	\$240

## Microsoft Office

Word Basics: Create, Edit, and Format Documents (PC)	W Feb 17	1-4	\$240
Excel Basics: Workbooks, Worksheets, and Formulas (PC)	T Mar 8	9-12	\$240
Excel Basics: Series, Cell References, Charts, and Printing (PC)	W Mar 23	9-12	\$240
Excel Basics: Creating, Formatting, Worksheets, and Formulas (Mac)	W Feb 10	9-12	\$240
The Best Excel Techniques You've Never Heard Of (PC)	W Feb 10	1-4	\$240
Excel Intermediate: Customization, Shortcuts, Names, and Tables (PC)	W Feb 17	1-4	\$240
Excel Intermediate: Working with Functions, Formulas, and Links (PC)	T Mar 15	9-12	\$240
Excel Intermediate: Customization, Shortcuts, Names, and Tables (Mac)	Th Mar 17	9-12	\$240
Mastering Excel PivotTables, Level 1a: Source Data, Options, Filters, and Slicers (PC)	Th Mar 3	9-12	\$240
Mastering Excel PivotTables, Level 1b: Sorting, Formatting, Grouping, and Data Subsets (PC)	F Feb 19	9-12	\$240
Excel: Fixing Data Problems (PC)	F Feb 19	1-4	\$240
Introduction to Excel Tables (PC)	T Feb 23	9-12	\$240
Debugging Excel Formulas: Using Excel's Troubleshooting Tools (PC)	Th Feb 25	1-4	\$240
Working with Excel Charts: Using Excel's Data Visualization Tools - Part 2 (PC)	T Feb 23	1-4	\$240
Excel Visual Basic for Applications (VBA), Level 1 (PC) <b>NEW!</b>	M Feb 22	9-4	\$375
Excel Macros for Normal Mortals (PC)	T Mar 1	9-4	\$375
MS Project: Level 2 - Managing Resources and Project Tracking	F Mar 25	9-4	\$375

## Presentations and Photo Editing

PowerPoint: Level 1 (PC)	F Feb 26	9-4	\$375
Adobe Acrobat: The Hidden Power of PDFs	Th Mar 3	9-12	\$240
Illustrator Essentials	F Mar 4	9-4	\$375
Photoshop Essentials	F Mar 11	9-4	\$375
Smart Photography: Producing Great Photos	F Mar 18	9-4	\$375
Creating Print Media with Illustrator / InDesign / Photoshop	F Mar 25	9-4	\$375

## Web Design and Development

Drupal for Content Editors	F Mar 11	9-12	\$240
Drupal for Site Managers	F Mar 4	9-12	\$240

## IT Professional

JavaScript Essentials (2-day class)	Mar 9 & 10	9-4	\$625
Beginning Programming	F Feb 12	9-4	\$375
jQuery: The JavaScript Framework for Anyone	T Feb 16	9-4	\$375
SQL Essentials	F Feb 19	9-4	\$375

Enroll with STAP at:

[techtraining.stanford.edu](http://techtraining.stanford.edu)

## PORTER DRIVE Training Opportunities

- Agile Scrum
- Project Management
- PowerPoint
- Managing your Inbox and Documents

[porterdrivetraining.stanford.edu](http://porterdrivetraining.stanford.edu)

## 1-on-1 Training



Many topics available, including:  
MS Office, Web/Graphic Design

[one-on-one.stanford.edu](http://one-on-one.stanford.edu)

## Classes on Request

Timely Training For Your Group

- Focus on your group's needs
- Based on Tech Training classes
- Your location or ours!

[classesonrequest.stanford.edu](http://classesonrequest.stanford.edu)

## Technology Training

WEB: [techtraining.stanford.edu](http://techtraining.stanford.edu)

PHONE: (650) 723-4391

EMAIL: [techtraining@stanford.edu](mailto:techtraining@stanford.edu)

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