

# CalPact Schedule October – December 2013



Sign up on-line through the UCB Learning Center  
Go to <http://Blu.berkeley.edu> Authenticate using your Calnet ID  
in the "Self Service" panel select "UC Learning Center".  
Workshops for Staff– Sponsored by Learning+ Organizational Development

## Introducing Google/MS Office Hours

*Ever wished you could ask somebody how to do something about your particular document or situation? Calpact now offers 30 minute appointments to work on what you need.*

OFFICE HOURS	Date	Time	Topic
MS Office or Google Apps*	Oct 17	30 min.	Appointments @ 9:00, 9:30, 10:00, 10:30, 11:00, 11:30
	Oct 22	30 min.	Appointments @ 9:00, 9:30, 10:00, 10:30, 11:00, 11:30
	Oct 29	30 min.	Appointments @ 9:00, 9:30, 10:00, 10:30, 11:00, 11:30
	Dec 18	30 min.	Appointments @ 9:00, 9:30, 10:00, 10:30, 11:00, 11:30

## Hands-on Workshops

ACCESS 2010	Date	Time	Topic
	Oct 9	9-4pm	Access-4 Advanced Forms and Reports

  

EXCEL	Date	Time	Topic
	Oct 29, Dec 10	9-4pm	Fundamentals
	Nov 19, Dec 4	9-4pm	Intermediate
	Oct 2, Dec 3	9-4pm	Advanced
	Oct 23, Dec 17	9-4pm	Power Users
	Dec 18	9-4pm	Excel VBA- Visual Basics for Applications
	Nov 13	9-12pm	Data Analysis with Funtions
		1-4pm	Pivot Tables

  

FILEMAKER PRO 12	Date	Time	Topic
	Nov 5 & 6	9-4 pm	Fundamentals – 2 day workshop

  

GOOGLE APPS*	Date	Time	Topic
	Oct 17	1-2:30pm	bCal Basics
	Oct 17	3-4:30pm	bMail Basics
	Oct 22	1-4pm	Google Docs Basics
	Oct 23	1-2:30pm	Google Permissions and File Sharing
	Oct 24	1-4pm	Google Presentation Basics
	Oct 29	1-4pm	Google Forms Basics
	Dec 18	1-4pm	Google Spreadsheet Basics

  

INDESIGN	Date	Time	Topic
	Oct 30	9-12pm	InDesign: Maximize your Creativity
		1-4pm	InDesign: Managing Long & Complex Documents

  

ILLUSTRATOR	Date	Time	Topic
	Oct 8	9-12pm	Illustrator: Using Shapes and Drawing Tools
		1-4pm	Illustrator: Maximize your Creativity

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## MS PROJECT

Oct 17	9-12pm 1-4pm	Part 1: Creating a Project with Tasks Part 2: Managing a Project and Resources
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## POWERPOINT

Oct 3	1-4pm	PowerPoint: Basics
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## PHOTOSHOP

Dec 11	9-12pm 1-4pm	Photoshop: Improve Portraits and Remove Backgrounds Photoshop: Advanced Layers and Masking
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## SOCIAL MEDIA

Dec 5	9-4pm	Social Media Business Basics
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## WEB DESIGN:

<b>CSS day 3</b>	Oct 1	9-4pm	Page Layout, Navigation Lists, and Print Stylesheets
<b>“CSS3” day 4</b>	Oct 15	9-4pm	Make Websites Interactive, Accessible & Easier to Manage
<b>Dreamweaver</b>	Oct 10	9-12pm	Starting New Web Pages
		1-4pm	Update Existing Web Pages
<b>Drupal 7</b>	Oct 31	9-12pm	Drupal 7 Content Management + Views
		1-4pm	Drupal 7 Content Management + Views
<b>“HTML5” day 3</b>	Nov 22	9-4pm	Embed Video/Audio, Validate Forms, and Structural Tags
<b>SEO</b>	Dec 12	9-4pm	Search Engine Optimization (SEO)
<b>WordPress</b>	Dec 19	9-4pm	WordPress Fundamentals

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## WORD:

Oct 3	9-12pm	Word 2010 Basics
Nov 15	9-12pm	Styles; Formatting, Tables and Print Labels
	1-4pm	Build Templates, Graphics, Revisions
Nov 20	9-12pm	Mail Merge, Objects and Forms
	1-4pm	Long Documents and Macros

**Calpact workshops are taught by UC Staff or trainers from AcademyX.**

**Locations and course outline details are listed in the Learning Center.**

For details contact the Calpact Coordinator [calpact@berkeley.edu](mailto:calpact@berkeley.edu) or ph: 643-0451. If these offerings don't meet your needs, try **E-Learn** for on-line books and interactive courses available 24/7 through Blu <http://Blu.berkeley.edu>

You can also save 40% off retail classes in any topic [AcademyX.com](http://AcademyX.com) offers.

To get the UCB rate, type “ucberk40” in the "add coupon" then recalculate to see discounted price.