

CalPact Schedule March-June 2015



Register 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 Sponsored by Talent & Organizational Performance
in support of Professional Staff Development

	Location	Date	Time	Topic
ACCESS 2013				
	28 UHall	4/2	9-4	Access-1: Build a DataBase, Create Fields, Records & Tables
	28 UHall	4/16	9-4	Access-2: Basic Queries, Forms and Reports
ACROBAT CS6				
	28 UHall	5/12	9-12	Acrobat: Creating Fillable PDF Forms
	28 UHall	5/12	1-4	Acrobat: Security, Signatures and Scanned PDFs
BERKELEY BRAND DESIGN GUIDELINES				
In partnership with the Office of Communications & Public Affairs				
	24 UHall	3/17	9-4	Brand Guideline Overview & Hands-on Application Tips
	24 UHall	6/12	9-4	Brand Guideline Overview & Hands-on Application Tips
EXCEL 2013				
Fundamentals	238@ 4 th St.	3/11	9-4	Intro to Spreadsheets and Formulas
	28 UHall	3/19	9-4	Intro to Spreadsheets and Formulas
Intermediate	28 UHall	4/9	9-4	Data Manipulation, Tips & Tricks, and PivotTables
	28 UHall	4/21	9-4	Data Manipulation, Tips & Tricks, and PivotTables
	238@ 4 th St.	4/22	9-4	Data Manipulation, Tips & Tricks, and PivotTables
Advanced	28 UHall	5/14	9-4	Lookups, Functions, and Macros
	238@ 4 th St.	5/15	9-4	Lookups, Functions, and Macros
Excel VBA	28 UHall	6/4	9-4	Visual Basic for Applications
Half-day sessions	28 UHall	6/17	9-12	Excel: Data Analysis with Functions
	28 UHall	6/17	1-4	Excel: Pivot Tables
	28 UHall	5/20	9-12	Excel: Macros
	28 UHall	5/20	1-4	Excel: Power Pivot
DREAMWEAVER CS6				
	28 UHall	4/23	9-12	Modify Existing Webpages
	28 UHall	4/23	1-4	Build Webpages from Scratch
FILEMAKER PRO				
	28 UHall	5/6&7	9-4	Fundamentals (2 days)
GOOGLE DRIVE				
	28 UHall	4/15	9-12	Google Form Basics: Create Surveys & Collect Data
	28 UHall	4/15	1-4	Google Form Complex: Branching Questions & Analysis
	28 UHall	5/5	9-12	Google Docs: Create & Manage Documents on bDrive
	28 UHall	5/5	1-4	bDrive Collaboration 101: Sharing Folders & Files
bMail	28 UHall	5/26	9-12	Basics & Beyond: Labels, Filters, Mail Management
bCalendar	28 UHall	5/26	1-4	Basics & Beyond: Invite People, Places & Manage Reminders
	28 UHall	6/9	9-12	Google Spreadsheet: Basics ~ similar to Excel
	28 UHall	6/9	1-4	Google Presentation: Basics ~ similar to Powerpoint

Contact the Calpact Coordinator calpact@berkeley.edu or ph: 643-0451.

CalPact Schedule January-June 2014

238@ 4 th St.	6/24	9-12	Google Docs: Create & Manage Documents on Drive
238@ 4 th St.	6/24	1-4	Collaboration 101: Sharing Folders & Files via Google Drive

ILLUSTRATOR CS6

28 UHall	3/31	9-12	Illustrator: Working with Text and Pictures
28 UHall	3/31	1-4	Illustrator: Using Shapes and Drawing Tools

INDESIGN CS6

28 UHall	4/7	9-12	InDesign: Laying out Flyers and Banners
28 UHall	4/7	1-4	InDesign for Editors

MS PROJECT 2013

28 UHall	4/8	9-12	Part 1: Creating a Project with Tasks
28 UHall	4/8	1-4	Part 2: Managing a Project and Resources

PHOTOSHOP CS6

28 UHall	3/18	9-12	Photoshop: Intro to Layers, Crop, and Resize Photos
28 UHall	3/18	1-4	Photoshop: Improve Portraits and Remove Backgrounds
28 UHall	6/10	9-12	Photoshop: Editing for Berkeley Brand
28 UHall	6/10	1-4	Photoshop: Creating Animated Web Graphics

PREZI

28 UHall	4/1	9-12	Creating a Prezi Presentation using a Template
28 UHall	4/1	1-4	Converting PowerPoint Slides to Prezi

SHAREPOINT 2013

* New *	28 UHall	4/13&14	9-4	Fundamentals (2 days)
* New *	28 UHall	5/27&28	9-4	Fundamentals (2 days)

SOCIAL MEDIA

28 UHall	4/29	9-12	Facebook
28 UHall	4/29	1-4	LinkedIn

SQL

* New *	28 UHall	5/13	9-4	SQL-1: Intro to Reporting and Analysis
* New *	28 UHall	6/3	9-4	SQL-2: Scripting to Create and Maintain Databases

VISIO

28 UHall	3/25	9-4	Fundamentals: Design Diagrams, Workflows, & Flowcharts
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WORDPRESS

28 UHall	3/24	9-4	WordPress Fundamentals
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If these offerings don't meet your needs see:

- <http://virtualinstructor.com/berkeley> for 1 hour on-line live workshops (3 per month)
- E-Learn: on-line books & interactive courses available 24/7 thru Blu <http://Blu.berkeley.edu>
- Save 40% off retail classes on any AcademyX.com workshop use "ucberk40" to get UC price.
- Video production workshops are offered through ETS <http://ets.berkeley.edu/dms/learning>
- Departmental, Group & Executive Requests for custom content/consultation can be arranged on a cases by case basis as time and resources permit.