



JOHNS HOPKINS
UNIVERSITY



Learning Solutions

Information Technology Training FastTracks

Information Technology Microsoft Office 2016 Courses

Did you Know?

The university provides professional development courses to improve core competencies, enhance job performance, and encourage personal growth for faculty and staff. All JHU full and part-time faculty and staff are eligible. Click here to learn more about the Professional Development Benefit. Click here to learn more about the Information Technology Program.

Instructor-led Course Keys:

On-Demand – Attended at vendor's location by request.

Live Virtual – Live class that is attended remotely.

Excel 2016

Instructor-Led Courses

- Excel 2016: Part 1
- Excel 2016: Part 2
- Excel 2016: Part 3
- Excel 2016: Functions and Formulas
- Excel 2016: Data Analysis with Pivot Tables
- Excel 2016: Data Analysis with Power Pivot
- MS10994 Data Analysis with Fundamentals using Excel - Advanced **(On Demand)**
- MS20779 Analyzing Data with Excel - Advanced **(On Demand)**
- Excel 2016: Data Analysis with PowerPivot
- Excel 2016: Dashboards
- Excel 2016 : Level 4-VBA **(On Demand)**
- **Live Virtual Options**
- **On Demand Options**

E-Courses

- Microsoft Excel 2016 Essentials: Creating, Editing, and Saving Workbooks
- Microsoft Excel 2016 Essentials: Formatting Data
- Microsoft Excel 2016 Essentials: Formulas and Functions
- Microsoft Excel 2016 Essentials: Charts, Tables, and Images
- Microsoft Excel 2016 Essentials: Data Presentation Strategies
- Microsoft Excel 2016 Intermediate: Customizing Views, Styles, and Templates
- Microsoft Excel 2016 Advanced: Power Pivot, Custom Formatting, Fills, and Forms
- Microsoft Excel 2016 Advanced: Accessibility, Transforming Data, and Errors

Books 24x7

- Essential Excel 2016: A Step-by-Step Guide
- Excel 2016 Bible
- Excel 2016 Formulas
- Excel 2016 Power Programming with VBA
- Power Pivot and Power BI: The Excel User's Guide to DAX Power Query, Power BI & Power Pivot in Excel 2010-2016, 2nd Edition
- High Impact Data Visualization in Excel with Power View, 3D Maps, Get & Transform and Power BI, Second Edition

Word 2016

Instructor-Led Courses

- Word 2016: Part 1
- Word 2016: Part 2
- Word 2016: Part 3
- **Live Virtual Options**
- **On Demand Options**

E-Courses

- Working with the Interface and Performing Basic Tasks in Word 2016
- Creating and Formatting Tables in Word 2016
- Advanced Table Customization in Word 2016
- Headers, Footers, Page Numbering, and Layout in Word 2016
- Using Illustrations, Styles, and Themes in Word 2016
- Formatting Text in Word 2016
- Designing and Formatting Illustrations in Word 2016
- Customizing Options and Using Document Views in Word 2016
- Maintaining, Protecting, and Reviewing Documents in Word 2016
- Using Illustrations, Styles, and Themes in Word 2016
- Using the Navigation Pane and Creating Lists in Word 2016
- Sharing and Collaborating on Documents in Word 2016
- References, Proofing, Mail Merges, and Forms in Word 2016
- Microsoft Word 2016: Creating Styles **(V)**
- Microsoft Word 2016: Recording and Assigning Macros **(V)**
- Microsoft Word 2016: Inserting a Cover Page Quick Part **(V)**

Books 24x7

- Teach Yourself VISUALLY Word 2016
- Word 2016 in Easy Steps

PowerPoint 2016

Instructor-Led Courses

- PowerPoint 2016: Part 1
- PowerPoint 2016: Part 2
- **Live Virtual Options**
- **On Demand Options**

E-Courses

- Designing Effective PowerPoint Presentations
- Introduction to the PowerPoint 2016 Interface and Basic Tasks
- Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016
- Modifying and Formatting Slides in PowerPoint 2016
- Using Hyperlinks, Actions, and Comments in PowerPoint 2016
- Working with Graphic, Audio, and Video Content in PowerPoint 2016
- Constructing and Modifying Tables and Charts in PowerPoint 2016
- Creating Photo Albums, Sections, Transitions, and Animations in PowerPoint 2016
- Customizing Proofing and Default Options in PowerPoint 2016
- Exporting Presentations and Compressing Media in PowerPoint 2016
- Sharing and Protecting Presentations in PowerPoint 2016
- Using Slide Show Presentation Tools in PowerPoint 2016
- Creating a Master Slide **(V)**
- Linking to a Web Site, Graphic, or Shape **(V)**
- Using Text Effects **(V)**

Books 24x7

- Teach Yourself VISUALLY PowerPoint 2016

Click the course titles to view our descriptions, dates, and times, or visit the website learning.jhu.edu

Outlook 2016

Instructor-Led Courses

- Outlook 2016 Fundamentals
- **Live Virtual:** Outlook 2016: Part 1
- **Live Virtual:** Outlook 2016: Part 2
- **On Demand Options**

E-Courses

- Getting to Know Outlook 2016
- Customizing and Managing Outlook 2016
- Formatting E-mail in Outlook 2016
- Organizing Contacts in Outlook 2016
- Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016
- Configuring and Managing Meetings and Notes in Outlook 2016
- Managing Attachments, and Inserting Items and Signatures in Outlook 2016
- Managing Automation, Storage, and Tidying Up in Outlook 2016
- Managing Contacts, Tasks, and the Calendar in Outlook 2016
- Managing Conversations and E-mail in Outlook 2016
- Configuring Message Options in Outlook 2016

Books 24x7

- Outlook 2016 for Dummies

OneNote 2016

Instructor-Led Courses

- **Live Virtual:** OneNote 2016

E-Courses

- Getting to Know Microsoft OneNote 2016
- Working with Microsoft OneNote 2016

Books 24x7

- Teach Yourself VISUALLY Office 2016
- Office 2016 In Easy Steps

Project 2016

Instructor-Led Courses

- Project 2016 Part 1
- Project 2016 Part 2
- Microsoft Office Project Management (3 day)
- **Live Virtual Options**
- **On Demand Options**

E-Courses

- Getting Started with Project 2016
- Managing Resources and Views in Project 2016
- Tracking, Managing, and Sharing Projects in Project 2016
- Working with Tasks, Relationships, Constraints, and Milestones in Project 2016

Books 24x7

- Project 2016 For Dummies
- 99 Tricks and Traps for Microsoft Project 2013 and 2016: The Casual User's 'Survival Guide'
- Planning and Control Using Microsoft® Project 2013 or 2016 and PMBOK® Guide, Fifth Edition

Visio 2016

Instructor-Led Courses

- **Live Virtual:** Visio 2016: Part 1
- **Live Virtual:** Visio 2016: Part 2

E-Courses

- Getting Started with Visio 2016
- Designing and Enhancing Diagrams in Visio 2016
- Creating and Managing Diagrams In Visio 2016
- Collaborating, Evaluating, and Saving Diagrams in Visio 2016
- Creating a Basic Office Layout in Visio 2016 (V)
- Using the Organization Chart Wizard in Visio 2016 (V)
- Adding a Hyperlink to Shapes in Visio 2016 (V)

Books 24x7

- Office 2016 In Easy Steps

Office 365

Instructor-Led Courses

- Microsoft Office 365: Web Apps (with Skype for Business)
- Microsoft Office 365: Web Apps (with Skype for Business) (On-Demand)
- **Live Virtual:** Office 365 Web Apps (with Skype for Business)

E-Courses

- Microsoft Office 365: Applications
- Microsoft Office 365 for Advanced Business Users: New Presentation Features
- Microsoft Office 365 for Advanced Business Users: Portal Enhancements
- Microsoft Office 365: Document Management
- Office 365 Services: SharePoint Online Site Collections

Books 24x7

- Microsoft Office 365 for Dummies, 2nd Edition

Access 2016

Instructor-Led Courses

- Access 2016: Part 1
- Access 2016: Part 2
- Access 2016: Part 3
- **Live Virtual Options**
- **On Demand Options**

E-Courses

- Introduction to the Access 2016 Interface, Database Management, and Tables
- Creating Relationships, Queries, Forms and Reports in Access 2016
- Overview of Databases (V)
- Overview of Relationship Types (V)
- Using the Linked Table Manager in Access 2016 (V)

Books 24x7

- Access 2016 Bible
- Microsoft Access 2016 Programming by Example with VBA, XML, and ASP

Click the course titles to view our descriptions, dates, and times, or visit the website learning.jhu.edu

SharePoint 2016

Instructor-Led Courses

- Microsoft SharePoint Foundation 2016: Site User (**On Demand**)
- Microsoft SharePoint Foundation 2016: Site Owner (**On Demand**)
- Microsoft SharePoint 2016: Advanced Site Owner with Workflow Administration (**On Demand**)
- **Live Virtual:** Microsoft SharePoint 2016: Site Owner
- **Live Virtual:** Microsoft SharePoint: Site User

E-Courses

- Navigating, Customizing, Lists and Libraries in SharePoint 2016
- Document Sets, Alerts, Site Pages, and Web Parts in SharePoint 2016
- Content Types, Workflows, Calendar, and Office Applications in SharePoint 2016
- Interconnecting SharePoint 2016
- Managing Libraries and Lists in SharePoint 2016
- SharePoint 2016 Content Management
- Social Networking and Collaboration in SharePoint 2016
- Tags, Notes, Community Sites, and Search in SharePoint 2016
- Microsoft Sharepoint 2016 for iOS: Blogging

Books 24x7

- SharePoint 2016 for Dummies

Adobe Acrobat

Instructor-Led Courses

- Adobe Acrobat Pro DC
- **Live Virtual Options**
- **On Demand Options**

E-Courses and Videos

- Adobe Acrobat DC Fundamentals
- Working with Adobe Acrobat DC
- Adobe Acrobat DC: Creating Fillable Forms in Adobe Acrobat DC **(V)**
- Adobe Acrobat Pro XI – How to Work with Links, Bookmarks, and Attachments **(V)**

Books 24x7

- Adobe Creative Cloud Design Tools All-in-One For Dummies
- Adobe Acrobat X PDF Bible

Adobe Illustrator

Instructor-Led Courses

- Illustrator CC Introduction
- Illustrator CC Advanced
- **Live Virtual Options**
- **On Demand Options**

E-Courses

- Adobe Illustrator CC 2015 Introduction and New Features
- Adobe Illustrator CC 2015 Fundamentals
- Adobe Illustrator CC 2015 Tools
- Working with Text in Adobe Illustrator CC 2015
- Adobe Illustrator CC 2015 Working with the Pen Tools and Objects
- Drawing in Adobe Illustrator CC 2015
- Adobe Illustrator CC 2015 Gradients and Bitmap Images
- Adobe Illustrator CC 2015 Advanced Tools and Effects
- New Features of Adobe Illustrator CC **(V)**
- Adobe Illustrator CC 2015: Creating a Document **(V)**
- Adobe Illustrator CC 2015: Creating Type **(V)**
- Adobe Illustrator CC 2015: Using the Eyedropper Tool **(V)**

Adobe Photoshop

Instructor-Led Courses

- Photoshop CC Introduction - 2day
- Photoshop CC Advanced
- **Live Virtual Options**
- **On Demand Options**

E-Courses

- Adobe Photoshop CC 2015 Basics
- Adobe Photoshop CC 2015: Selection Tools and Techniques
- Adobe Photoshop CC 2015: File Types and Color Editing
- Adobe Photoshop CC 2015: Layers and Type
- Adobe Photoshop CC 2015 Paths and Techniques
- Adobe Photoshop CC 2015 Enhancement Tools and Techniques
- Adobe Photoshop CC 2015 Cloning and Editing
- New Features of Adobe Photoshop CC **(V)**
- Introduction to Layers **(V)**
- Adobe Photoshop CC 2015: Color Replacement Tool **(V)**
- Adobe Photoshop CC 2015: Using Layer Styles **(V)**

Books 24x7

- Teach Yourself Visually Photoshop CC
- Photoshop CC in Easy Steps
- 1001 Photoshop Tips

Adobe LiveCycle

Instructor-Led Course

- Adobe LiveCycle Designer
- Adobe LiveCycle Designer Advanced

Books 24x7

- PDF Forms Using Acrobat and LiveCycle Designer Bible

Adobe InDesign

Instructor-Led Courses

- InDesign CC Introduction - 2day
- InDesign CC Advanced
- **Live Virtual Options**
- **On Demand Options**

E-Courses and Videos

- Adobe InDesign CC 2015 Fundamentals
- Adobe InDesign CC 2015 Basic Navigation and Tools
- Working with Images and Exporting Files in Adobe InDesign CC 2015
- Working with Objects and Editing Tools in Adobe InDesign CC 2015
- Working with Pages in Adobe InDesign CC 2015
- Working with Text in Adobe InDesign CC 2015
- New Features of Adobe InDesign CC **(V)**
- Using the Selection Tools **(V)**
- Creating a Document **(V)**
- Creating Templates **(V)**
- Using Stock and CC Libraries **(V)**

Books 24x7

- Adobe Creative Cloud Design Tools All-in-One For Dummies

Adobe Dreamweaver

Instructor-Led Courses

- **Live Virtual Options**
- **On Demand Options**

E-Courses and Videos

- Adobe Dreamweaver CC 2015 Fundamentals
- The Adobe Dreamweaver CC 2015 Interface
- Adobe Dreamweaver CC 2015 Web Design
- Basic Coding with Adobe Dreamweaver CC 2015
- Adobe Dreamweaver CC 2015 Browsers and HTML
- Creating New Documents **(V)**
- Editing a Document **(V)**
- Creating a New Site **(V)**
- Creating HTML and Browsing **(V)**

Books 24x7

- Dreamweaver CC For Dummies

Click the course titles to view course descriptions, dates, and times, or visit the website learning.jhu.edu

Information Technology Microsoft Office 2013 Courses

Excel 2013

Instructor-Led Courses

- Live Virtual Options

FastFacts

- How to Create Pivot Tables Using Excel 2013
- How to Solve Common Import Problems in Excel 2013

E-Courses

- Creating Workbooks, Worksheets, and Data in Excel 2013
- Formatting Data in Excel 2013
- Manipulating Data in Excel 2013
- Using Financial Functions and What-If Analysis in Excel 2013
- Sharing and Linking Data, and Adding Office Apps to Excel 2013
- Presenting Data in Tables and Charts in Excel 2013
- Performing Calculations Using Functions in Excel 2013
- Data Search, Data Validation, and Macros in Excel 2013
- Advanced Formulas and Functions in Excel 2013
- Advanced Formats and Layouts in Excel 2013
- Reviewing and Protecting Content in Excel 2013
- Creating a Template From an Excel Workbook (V)
- Use Recommended Charts (V)
- Modify a Macro Using VBA (V)
- Basic Reporting Using Excel Services (V)

Books 24x7

- 101 Excel 2013 Tips, Tricks & Timesavers
- Excel 2013 Bible

Access 2013

Instructor-Led Courses

- Live Virtual Options

E-Courses

- Creating and Modifying Forms in Access 2013
- Creating and Modifying Queries in Access 2013
- Creating and Modifying Reports in Access 2013
- Creating and Populating a Database in Access 2013
- Modifying Tables in Access 2013
- Microsoft Access 2013: Subforms (V)
- Microsoft Access 2013: Data Validation (V)

Books 24x7

- Microsoft Access 2013 Inside Out
- Microsoft Office 2013 Core Essentials: Access 2013, Exercise Workbook
- Microsoft Access 2013 Programming By Example with VBA, XML, and ASP

PowerPoint 2013

Instructor-Led Courses

- Live Virtual Options

E-Courses

- Creating Presentations in PowerPoint 2013
- Animations and Media in PowerPoint 2013
- Enhancing PowerPoint 2013 Presentations
- Advanced Slide Shows Tools in PowerPoint 2013
- Sharing, Printing, Protecting and Delivery Presentations In PowerPoint 2013
- Finalizing a PowerPoint 2013 Presentation
- Cloud Orientation: Importing PowerPoint Files into Prezi
- Creating Charts from Excel Data (V)

Books 24x7

- Microsoft PowerPoint 2013 Plain & Simple
- Teach Yourself VISUALLY PowerPoint 2016
- Microsoft PowerPoint 2013 Pocket Primer

Word 2013

Instructor-Led Courses

- Live Virtual Options

E-Courses

- Structuring a Document in Word 2013
- Performing Basic Tasks in Word 2013
- Editing and Formatting in Word 2013
- Customizing Document Layout in Word 2013
- Inserting and Formatting Graphics in Word 2013
- Using Tables in Word 2013
- Adding Lists and Objects in Word 2013
- Reference Tools and Mail Merge in Word 2013
- Sharing and Collaboration in Word 2013
- Advanced Formatting in Word 2013
- Advanced Table Customization in Word 2013
- Adjusting Document Views and Customizing the Appearance of Word 2013
- Microsoft Word 2013: Automate Tasks Using Macros
- Microsoft Word 2013: Saving Selection as Quick Parts
- Navigating and Reviewing Documents in Word 2013
- Microsoft Word 2013: Create a Template (V)
- Microsoft Word 2013: Apply Styles (V)
- Microsoft Office 2013 Overview: Word 2013 Tracking (V)
- Microsoft Word 2013: Header and Footer (V)

Books 24x7

- Microsoft Word 2013 Bible
- Microsoft Word 2013 Plain & Simple

Click the course titles to view course descriptions, dates, and times, or visit the website learning.jhu.edu

Outlook 2013

Instructor-Led Courses

- **Live Virtual:** Outlook 2013- Part 1
- **Live Virtual:** Outlook 2013- Part 2

E-Courses

- Working with E-mail in Outlook 2013
- Formatting E-mail and Configuring Message Options in Outlook 2013
- Working with Contacts in Outlook 2013
- Working with Meetings in Outlook 2013
- Scheduling with Appointments, Events, and Tasks in Outlook 2013
- Managing E-mail in Outlook 2013
- Management and Customization in Outlook 2013
- Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013
- Mail Automation, Cleanup, and Storage in Outlook 2013
- Outlook Calendar (V)
- Autoarchiving Your E-mail (V)
- Importing and Exporting (V)
- Saving an E-mail as a Template (V)

Books 24x7

- Microsoft Outlook 2013 Inside Out

InfoPath 2013

Books 24x7

- Microsoft Office 2013 Core Essentials: InfoPath Designer 2013
- Microsoft InfoPath 2013: Creating a Form with InfoPath Designer
- Microsoft InfoPath 2013: InfoPath Filler
- Microsoft InfoPath 2013: Publishing a Form

Lync 2013

E-Courses

- Microsoft Lync 2013

Books 24x7

- Microsoft Outlook 2013 Inside Out Ch. 19

Project 2013

Instructor-Led Courses

- **Live Virtual:** Project 2013: Part 1
- **Live Virtual:** Project 2013: Part 2

E-Courses

- Setting Up a Project in Microsoft Project 2013
- Creating a Task-Based Schedule in Microsoft Project 2013
- Tracking and Analyzing Projects Using Microsoft Project 2013
- Resource Management in Project 2013
- Managing Resources and Assignments in Microsoft Project 2013
- Tools for Tracking Project Performance in Project 2013
- Communicating Project Information Using Microsoft Project 2013
- Communicate and Finalize Project Information Using Project 2013
- Create and Customize a Project (V)

Books 24x7

- Dynamic Scheduling with Microsoft Project 2013: The Book by and for Professionals

Publisher 2013

Books 24x7

- Microsoft Office 2013 Core Essentials: Publisher 2013, Exercise Workbook
- Microsoft Publisher 2013: Publisher 2013 Document Layout (V)
- Microsoft Publisher 2013: Working with Tables (V)
- Microsoft Publisher 2013: Creating a New Publisher 2013 Document (V)
- Microsoft Publisher 2013: Manipulating and Grouping Objects (V)

OneNote 2013

Instructor-Led Courses

- **Live Virtual:** OneNote 2013

E-Courses

- Getting Started with Microsoft OneNote 2013
- The Microsoft OneNote 2013 Interface
- OneNote 2013 Integration with Other Microsoft Applications
- Working With and Sharing Content in Microsoft OneNote 2013

Books 24x7

- Microsoft OneNote 2013 Plain & Simple

SharePoint 2013

Instructor-Led Courses

- **Live Virtual:** Microsoft SharePoint 2013: Site Owner
- **Live Virtual:** Microsoft SharePoint 2013: Site User
- **Live Virtual:** Microsoft SharePoint 2013: Designer

E-Courses

- Managing Templates, Views, and Versioning in SharePoint 2013
- Managing Web Parts, Users, and Groups in SharePoint 2013
- Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013
- Workflows, Collaboration, and Analysis in SharePoint 2013
- My Site and Social Features in SharePoint 2013
- Community Sites, Search, and Office Integration in SharePoint 2013
- Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013
- Configuring Pages, Sites, and Content in SharePoint 2013
- Getting Started with SharePoint Designer (V)

Books 24x7

- Microsoft SharePoint 2013 Plain & Simple
- Beginning SharePoint 2013: Building Business Solutions

Click the course titles to view course descriptions, dates, and times, or visit the website learning.jhu.edu

Information Technology Training – Other Courses

SiteExecutive

Instructor-Led Courses

- Content Authoring in SiteExecutive

WordPress

Instructor-Led Courses

- WordPress: Level 1
- WordPress: Level 2
- WordPress: Just enough HTML and Graphics Editing

E-Courses and Videos (V)

- WordPress Introduction and Basic Configuration
- WordPress Advanced Themes and Administration
- WordPress Networking and Security
- Install Using the Web Interface (V)
- WordPress.org Versus WordPress.com (V)
- WordPress: Upgrading WordPress, Themes, and Plugins (V)
- WordPress: Working with Media Files (V)
- Docker – Beyond the Basics: Building a WordPress Image (V)

Books 24x7

- WordPress 24-Hour Trainer, Third Edition
- Professional WordPress: Design and Development, 3rd Edition
- WordPress: Pushing the Limits

Graphic Design for Non-Designers

Instructor-Led Courses

- Fundamentals of Graphic Design for Non-Designers

Books 24x7

- White Space is Not Your Enemy: A Beginner's Guide to Communicating Visually through Graphic, Web & Multimedia Design
- Typographic Design: Form and Communication, 6th Edition
- Type Rules: The Designer's Guide to Professional Typography, 3rd Edition
- Becoming a Graphic & Digital Designer: A Guide to Careers in Design, Fifth Edition

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There's more...



Take a Vodeclit Course Today

As a part of your benefits package, you now have access to Vodeclit video-based courses. Vodeclit courses can help you improve your proficiency with the growing number of digital productivity tools that you use daily on the job, on the go, and on mobile devices of all types.

Vodeclit courses include:

- Communication course such as GoToMeeting, Lync, and Outlook
- Courses on Internet tools like Firefox and Dreamweaver
- Courses about multimedia tools like Captivate, InDesign, and Photoshop
- Courses on office tools like PowerPoint, Access, and Excel
- Operating system courses such as iOS and Windows
- Professional courses on topics like Basecamp, Visio, and Project

Each of the courses consists of a series of short videos, making the learning quick, easy, and fun. The best way to get started with Vodeclit courses is to watch a short, five-minute "Guided Tour."

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