



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 to take these courses. Click [here](#) to learn more about the Professional Development Benefits. Click [here](#) to learn more about the Information Technology Program.

Instructor-led Course Keys:

OD - On-Demand at Vendor's Location

Live Virtual – Live class that is attended remotely

All others in this category are traditional instructor-led and taught at JHU at Eastern or 2024 E. Monument St.

Excel 2016

Instructor-Led Courses

- **Live Virtual:** Excel 2016: Part 1
- **Live Virtual:** Excel 2016 Part 2
- **Live Virtual:** Excel 2016 Part 3
- **Live Virtual:** Excel 2016: Functions and Formulas
- **Live Virtual:** Excel 2016: Data Analysis with PivotTables
- **Live Virtual:** Excel 2016: Data Analysis with PowerPivot
- **Live Virtual:** Excel 2016: Dashboards
- Excel 2016 (OD)

E-Courses and Videos (V)

- 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
- Using One-click Forecasting in Excel 2016 (V)

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 (OD)
- Word 2016: Part 2 (OD)
- Word 2016: Part 3 (OD)
- **Live Virtual:** Word 2016 - Part 1
- **Live Virtual:** Word 2016 - Part 2

E-Courses and Videos (V)

- 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 (OD)
- PowerPoint 2016: Part 2 (OD)
- **Live Virtual:** PowerPoint 2016 – Part 1
- **Live Virtual:** PowerPoint 2016 - Part 2

E-Courses and Videos (V)

- 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 (OD)
- **Live Virtual:** Outlook 2016 - Part 1
- **Live Virtual:** Outlook 2016 - Part 2

E-Courses and Videos (V)

- 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
- Using Different E-mail Formats in Outlook 2016 (V)
- Inserting Tables in E-mail Messages in Outlook 2016 (V)
- Using the Proofing Options in Outlook 2016 (V)
- Track Tasks and Send Status Reports in Outlook 2016 (V)
- Adding a Calendar to Outlook 2016 (V)

Books 24x7

- Outlook 2016 for Dummies

OneNote 2016

Instructor-Led Courses

- **Live Virtual:** OneNote 2016

E-Courses and Videos (V)

- 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 (OD)
- Project 2016 Part 2 (OD)
- **Live Virtual:** Project 2016 Part 1
- **Live Virtual:** Project 2016 Part 2

E-Courses and Videos (V)

- 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
- Create a Project (V)
- Creating a Project from Excel data (V)
- Create Resources (V)
- Track and Manage a Project (V)
- Using Flexible Timelines in Project 2016 (V)

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 and Videos (V)

- 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) (OD)
- **Live Virtual:** Office 365 Web Apps (with Skype for Business)

E-Courses and Videos (V)

- Microsoft Office 365: Applications
- Working with Documents in Microsoft Office 365
- 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
- Introducing Office Online for Office 365 (V)
- Using OneDrive with Office 365 (V)

Books 24x7

- Microsoft Office 365 for Dummies, 2nd Edition

Access 2016

Instructor-Led Courses

- Access 2016: Part 1 (OD)
- Access 2016: Part 2 (OD)
- Access 2016: Part 3 (OD)
- **Live Virtual:** Access 2016 - Part 1
- **Live Virtual:** Access 2016 - Part 2

E-Courses and Videos (V)

- 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

Information Technology Adobe Courses

Adobe Acrobat

Instructor-Led Courses

- Adobe Acrobat Pro DC
- Acrobat DC – Intro (OD)
- Acrobat DC – Advanced (OD)
- Acrobat XI (OD)
- Acrobat XI Pro Intro (OD)
- Acrobat XI Pro Advanced (OD)

E-Courses and Videos (V)

- 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 (2015)
- Illustrator CC Advanced (2015)
- Illustrator Introduction (OD)
- Illustrator Advanced (OD)

E-Courses and Videos (V)

- 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)

Books 24x7

- Mastering Illustrator

Adobe Photoshop

Instructor-Led Courses

- Photoshop CC Introduction (2015) - 2day
- Photoshop CC Advanced (2015)
- Photoshop Introduction (OD)
- Photoshop Advanced (OD)
- Photoshop Lightroom (OD)

E-Courses and Videos (V)

- 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 (OD)
- Adobe LiveCycle Designer Advanced (OD)

Books 24x7

- PDF Forms Using Acrobat and LiveCycle Designer Bible

Adobe InDesign

Instructor-Led Courses

- InDesign CC Introduction (2015) - 2day
- InDesign CC Advanced (2015)
- InDesign Introduction (OD)
- InDesign Advanced (OD)

E-Courses and Videos (V)

- 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

- Dreamweaver Introduction w HTML Fundamentals (OD)
- Dreamweaver Advanced (OD)

E-Courses and Videos (V)

- Adobe Dreamweaver CC 2015 Fundamentals
- The Adobe Dreamweaver CC 2015 Interface
- Adobe Dreamweaver CC 2015 Web Design
- Basic Coding with 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

- Excel 2013: Part 1
- Excel 2013: Part 2
- Excel 2013: Part 3
- Excel 2013: Functions and Formulas
- Excel 2013: Data Analysis with PivotTables
- Excel 2013: Data Analysis with PowerPivot
- Excel 2013: Dashboards
- Excel 2013 : Level 4-VBA
- **On Demand Options**
- **Live Virtual Options**

FastFacts

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

E-Courses and Videos (V)

- Creating Workbooks, Worksheets, and Data in Excel 2013
- Creating and Customizing Visual Elements in Excel 2013
- Formatting Data in Excel 2013
- Data Search, Data Validation, and Macros in Excel 2013
- Advanced Formats and Layouts in Excel 2013
- Advanced Formulas and Functions in Excel 2013
- Performing Calculations Using Functions in Excel 2013
- Presenting Data in Tables and Charts in Excel 2013
- Presenting Data using Conditional Formatting and Sparklines in Excel 2013
- Customizing Options and Views in Excel 2013
- Sharing and Linking Data, and Adding Office Apps to Excel 2013
- Saving and Printing Data in Excel 2013
- Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013
- Using Financial Functions and What-If Analysis 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

- Access 2013: Part 1
- Access 2013: Part 2
- Access 2013: Part 3
- Access 2013: Level 4 - VBA
- **On Demand Options**
- **Live Virtual Options**

E-Courses and Videos (V)

- 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

- PowerPoint 2013:Part 1
- PowerPoint 2013:Part 2
- **On Demand Options**
- **Live Virtual Options**

E-Courses and Videos (V)

- 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

- Word 2013: Part 1
- Word 2013: Part 2
- Word 2013: Part 3
- **On Demand Options**
- **Live Virtual Options**

E-Courses and Videos (V)

- 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

Visio 2013

Instructor-Led Courses

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

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

Outlook 2013

Instructor-Led Courses

- Outlook 2013
- Outlook 2013: Part 1
- Outlook 2013: Part 2
- Outlook 2016 Fundamentals (OD)
- **Live Virtual:** Outlook 2013- Part 1
- **Live Virtual:** Outlook 2013- Part 2

E-Courses and Videos (V)

- 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

E-Courses and Videos (V)

- Microsoft InfoPath 2013: Introducing InfoPath (V)
- Microsoft InfoPath 2013: Creating a Form with InfoPath Designer (V)
- Microsoft InfoPath 2013: InfoPath Filler (V)
- Microsoft InfoPath 2013: Publishing a Form (V)

Books 24x7

- Microsoft Office 2013 Core Essentials: InfoPath Designer 2013

Lync

E-Courses

- Microsoft Lync 2013

Books 24x7

- Microsoft Outlook 2013 Inside Out Ch. 19

Project 2013

Instructor-Led Courses

- Microsoft Office Project Management (3 day)
- Project 2016: Part 1 (OD)
- Project 2016: Part 2 (OD)
- **Live Virtual:** Project 2013 - Part 1
- **Live Virtual:** Project 2013 - Part 2

E-Courses and Videos (V)

- 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
- Introduction to Project 2013 and Certification (V)
- Create and Customize a Project (V)

Books 24x7

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

Publisher 2013

Instructor-Led Courses

- **Live Virtual:** Publisher 2013

E-Courses and Videos (V)

- Microsoft Publisher 2013: Getting Started with Microsoft Publisher 2013 (V)

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)

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

SharePoint 2013

Instructor-Led Courses

- Microsoft SharePoint Foundation 2013: Site User (OD)
- Microsoft SharePoint Foundation 2013: Site Owner (OD)
- SharePoint Designer 2013 (OD)
- **Live Virtual:** Microsoft SharePoint Foundation 2013: Site User
- **Live Virtual:** Microsoft SharePoint Foundation 2013: Site Owner
- **Live Virtual:** SharePoint Designer 2013

E-Courses and Videos (V)

- 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
- How to Do Everything Microsoft SharePoint 2013

OneNote 2013

Instructor-Led Courses

- **Live Virtual:** One Note 2016

E-Courses and Videos (V)

- 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
- Sending OneNote Content to Word (V)

Books 24x7

- Microsoft OneNote 2013 Plain & Simple

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)
- Upgrading WordPress, Themes, and Plugins (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

- The Big Fish Experience: Create Memorable Presentations That Reel In Your Audience
- 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

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

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."

Click [here](#) to access Vodeclit. Once you are in the site, select the Guided Tour to get started. When you want to go back to the Vodeclit site in the future, you can access it through myLearning (which is available via the "Education" link in my.JHU.edu).

