Information Technology Training
FastTracks
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: Databases
- 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
- 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
- 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](http://learning.jhu.edu)
# Information Technology Courses

## 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

## 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
- Planning and Control Using Microsoft® Project 2013 or 2016 and PMBOK® Guide, Fifth Edition

## 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

## 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
- 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

## 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

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May 2, 2017
# Information Technology 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 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

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## 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

#### E-Courses and Videos (V)
- Advanced Formatting in Excel 2013
- Creating and Customizing Visual Elements in Excel 2013
- Creating and Populating a Database in Access 2013
- Creating and Modifying Forms in Access 2013
- Creating and Modifying Queries in Access 2013
- Creating and Modifying Reports in Access 2013
- Customizing Options and Views 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
- Formatting Data 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
- Presenting Data in Excel 2013
- Customizing Options and Views in 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)
- Modifying a Macro Using VBA (V)
- Basic Reporting Using Excel Services (V)

#### Books
- Microsoft Access 2013 Inside Out
- Microsoft Office 2013 Core Essentials: Access 2013
- Microsoft Access 2013: Subforms (V)
- Microsoft Office 2013 Pocket Primer
- Microsoft Access 2013: Data Validation (V)

### 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)
- Advanced Table Customization in Word 2013
- Adjusting Document Views and Customizing the Appearance of Word 2013
- Advanced Table Customization in Word 2013
- Advanced Formatting in Word 2013
- Creating a Document in Word 2013
- Creating and Modifying Forms in Access 2013
- Creating and Modifying Queries in Access 2013
- Creating and Populating a Database in Access 2013
- Creating and Modifying Reports in Access 2013
- Customizing Options and Views in Excel 2013
- Formatting Data 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
- Presenting Data in Excel 2013
- Customizing Options and Views in 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)
- Modifying a Macro Using VBA (V)
- Basic Reporting Using Excel Services (V)

#### Books
- Microsoft Access 2013 Inside Out
- Microsoft Office 2013 Core Essentials: Access 2013
- Microsoft Access 2013: Subforms (V)
- Microsoft Access 2013: Data Validation (V)

### 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)
- Advanced Formatting in Word 2013
- Creating a Document in Word 2013
- Creating and Modifying Forms in Access 2013
- Creating and Modifying Queries in Access 2013
- Creating and Populating a Database in Access 2013
- Creating and Modifying Reports in Access 2013
- Customizing Options and Views in Excel 2013
- Formatting Data 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
- Presenting Data in Excel 2013
- Customizing Options and Views in 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)
- Modifying a Macro Using VBA (V)
- Basic Reporting Using Excel Services (V)

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

### PowerPoint 2013

#### Instructor-Led Courses
- PowerPoint 2013: Part 1
- PowerPoint 2013: Part 2
- PowerPoint 2013: Part 3
- On Demand Options
- Live Virtual Options

#### E-Courses and Videos (V)
- Advanced Formatting in Word 2013
- Creating a Document in Word 2013
- Creating and Modifying Forms in Access 2013
- Creating and Modifying Queries in Access 2013
- Creating and Populating a Database in Access 2013
- Creating and Modifying Reports in Access 2013
- Customizing Options and Views in Excel 2013
- Formatting Data 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
- Presenting Data in Excel 2013
- Customizing Options and Views in 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)
- Modifying a Macro Using VBA (V)
- Basic Reporting Using Excel Services (V)

#### Books
- Microsoft PowerPoint 2013 Pocket Primer

### Visio 2013

#### Instructor-Led Courses
- Live Virtual: Visio 2013: Part 1
- Live Virtual: Visio 2013: Part 2

### Visio 2013

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Information Technology Courses

**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. 29

**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)

**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
  - 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 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: Working with Media Files (V)
- Docker – Beyond the Basics: Building a WordPress Image (V)

#### Books 24x7
- WordPress 24-Hour Trainer, Third 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

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