Lynda.com

Don’t have time during the day to take one of our classes? Then check out Lynda.com to view an extensive online library of technology related training videos that you can watch at your own pace. Video topics include Microsoft Office, Adobe Creative Cloud, video editing, music publishing, computer programming and much much more. Training is available online, from any computer, 24/7. You can access Lynda by going to go.uww.edu/lynda

Customize IT!

The ICIT Training team offers training on commonly used business related software throughout the year. If you don’t see a scheduled class that you are looking for, let us know! We are more than happy to create training based off of your specific needs, whether it is one-on-one or for your entire department.

Email us at training@uww.edu to schedule training with one of our team members.

Visit Us

McGraw Hall
LTC, MG120

Contact Us
training@uww.edu
262-472-1004
**Live, Hands-on Workshops**

For faculty and staff members who like to learn new software skills through hands-on experience and immediate feedback. These small-group workshops (with 4-5 participants) last an hour to an hour and a half. They are taught in ICIT’s Training Center in McGraw Hall, room 112.

The atmosphere is relaxed and informal, making these workshops an ideal environment for trying out new software, or exploring the best technological solutions that address specific individual and departmental needs. Live workshops often focus on introductory-level skills, and cover the current versions of popular software used on campus, including Microsoft Office, Google Apps/Docs and WebEx.

**ICIT Training Center**

Located in **McGraw Hall, Room 112 (Level 1)**, the training center can accommodate all ICIT training needs, including software demos and small-group hands-on workshops. In addition to laptop computers and conference-room-style seating for 10, the room includes a SMARTboard, a sound system, a white-board-surface wall, and an adjustable lighting system.

**Available Workshops**

**Microsoft Office**

Learn how to effectively use Microsoft Office applications such as Outlook, Word, Excel, PowerPoint and Publisher. We offer classes, beginner to intermediate, that focus on tasks such as using Outlook to manage email, creating a mail merge in Word, and even manipulating data using pivot tables in Excel.

**Current Classes:**

- Microsoft Office Essentials
- Outlook Email Essentials
- Excel Essentials
- PowerPoint Essentials
- Publisher Essentials

**Google Apps for Education**

Ever wonder what Google Drive is all about? Join us for one of our classes on using Google Drive. We not only cover how to use Google Drive to save and share documents but also hold classes on creating a Google Forms and Google Sites.

**Cisco WebEx**

Organize and schedule web meetings with off-campus guests and presenters. Conduct virtual office hours and advising sessions, communicate with multiple remote participants, and share voice communications and visuals. Share presentations and documents with others. Poll your audience with easy-to-use, interactive “ask the audience” tools.

**Cisco VoIP Phones and Jabber IM**

Learn how to use all of the features and functions for your Cisco VoIP phone. The topics covered will include how to make, transfer, and park calls, manage voicemail and call history, use the corporate directory, and use Jabber instant messenger for calls and IM.

**Sign up for training at:**

[signup.uww.edu](http://signup.uww.edu)

**Attention:**

Our free, hands-on workshops are open to UW-Whitewater faculty and staff only. Because seating is limited, advance registration is required. Workshops are usually scheduled periodically throughout the year. Additional sessions are added depending on demand. Schedule and sign-up information can be found at [signup.uww.edu](http://signup.uww.edu).