



Learning Solutions

Technology Training Fast Track

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. You have the option of attending these in-person or live-virtual.

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
- Excel 2016: Dashboards
- Excel 2016 Dashboard Building Level 1: SMART DATA Analysis Strategies using Excel Pivot Tables, Charts & Slicers
- Excel 2016 Dashboard Building Level 2: SMART DATA Analysis Strategies using Excel Power Query & Power Pivot
- Power BI Dashboard Building Level 1: SMART DATA Analysis Strategies using Power Query & Power Pivot
- Excel 2016 : Level 4-VBA (**On Demand**)
- **On Demand Options**

E-Courses

- Excel 2016 Essential Training
- Excel 2016: Introduction to Formulas and Functions
- Create a dropdown list of choices in Google Sheets or Excel
- 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

Word 2016

Instructor-Led Courses

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

E-Courses and Videos

- Word 2016 Essential Training
- Word 2016: Templates in Depth
- Word 2016: Advanced Tips and Tricks
- Word 2016 features for long documents
- 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

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
- **On Demand Options**

E-Courses and Videos

- PowerPoint 2016 Essential Training
- PowerPoint 2016: Tips and Tricks
- Data-Driven Presentations with Excel and PowerPoint 2016
- 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

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
- **On Demand Options**

E-Courses

- Getting to Know Outlook 2016
- Outlook 2016 Essential Training
- Outlook 2016: Tips and Tricks
- Schedule a meeting using 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

E-Courses

- Getting to Know Microsoft OneNote 2016
- OneNote 2016 Essential Training
- OneNote Essential Training (Office 365)
- Working with Microsoft OneNote 2016

Books 24x7

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

Project 2016

Instructor-Led Courses

- Microsoft Office Project Management (3 day)
- **On Demand Options**

E-Courses

- Getting Started with Project 2016
- Microsoft Project 2016 Essential Training
- 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

- 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

E-Courses and Videos

- What is Visio 2016?
- Getting Started with Visio 2016
- Visio 2016 Essential Training
- Advanced Visio: Working with Data
- Designing and Enhancing Diagrams in Visio 2016
- Creating and Managing Diagrams In Visio 2016
- Collaborating, Evaluating, and Saving Diagrams in Visio 2016

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**)

E-Courses

- Getting Work Done in Office 365
- Office 365 New Features
- Team Collaboration in Office 365
- Microsoft Office 365: Applications
- Microsoft Office 365 for Advanced Business Users: New Presentation Features
- Microsoft Office 365 for Advanced Business Users: Portal Enhancements

Access 2016

Instructor-Led Courses

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

E-Courses and Videos

- Access 2016 Essential Training
- Access 2016: Building Dashboards for Excel
- Access 2016: Advanced Tips and Tricks
- Introduction to the Access 2016 Interface, Database Management, and Tables
- Creating Relationships, Queries, Forms and Reports in Access 2016

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**)

E-Courses

- Learning SharePoint 2016
- SharePoint 2016 Essential Training
- 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
- **On Demand Options**

E-Courses and Videos

- Acrobat DC Essential Training
- Acrobat DC: Creating Forms
- Adobe Acrobat DC Fundamentals
- Working with Adobe Acrobat DC

Books 24x7

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

Adobe Illustrator

Instructor-Led Courses

- Illustrator CC Complete – 2 day
- Illustrator CC Advanced
- **On Demand Options**

E-Courses and Videos

- Illustrator CC 2019 Essential Training
- Illustrator CC 2019 One-on-One: Fundamentals
- Creating Illustrator Infographics
- Helpful plugins for Adobe Illustrator

Adobe Photoshop

Instructor-Led Courses

- Photoshop CC Introduction – 2 day
- Photoshop CC Advanced – 2 day
- **On Demand Options**

E-Courses and Videos

- Photoshop CC 2019 Essential Training: The Basics
- Photoshop Tips, Tricks, & Techniques
- Introducing Photoshop: Design

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

Adobe InDesign

Instructor-Led Courses

- InDesign CC Introduction – 2 day
- InDesign CC Advanced – 2 day
- **On Demand Options**

E-Courses and Videos

- InDesign CC 2019 Essential Training
- Adobe Digital Publishing Suite Essential Training
- Word and InDesign: Integration
- EPUB Accessibility Using InDesign

Books 24x7

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

Adobe Dreamweaver

Instructor-Led Courses

- **On Demand Options**

E-Courses and Videos

- Dreamweaver CC Essential Training
- Creating a First Website in Dreamweaver CC 2017
- Designing Websites from Photoshop to Dreamweaver
- 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

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 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
- **On Demand Options**

E-Courses and Videos (V)

- What is WordPress?
- WordPress 5 Essential Training
- WordPress.com Essential Training
- How WordPress works
- Developing a WordPress theme
- WordPress Introduction and Basic Configuration
- WordPress Advanced Themes and Administration
- WordPress Networking and Security

Books 24x7

- WordPress: Pushing the Limits

Graphic Design for Non-Designers

Instructor-Led Courses

- Fundamentals of Graphic Design for Non-Designers

E-Courses and Videos (V)

- Graphic design
- Introduction to Graphic Design
- Graphic Design Tips & Tricks Weekly
- Social Media for Graphic 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

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



LinkedIn Learning

Whether you're interested in learning new skills so you can better perform your current work or you want to grow into a new position or career path, your JHU benefits can help. The university offers a host of resources, such as online and in-person classes, books, videos, podcasts, and more. We can also help managers and supervisors with performance management, employee engagement, and organization development to optimize team effectiveness.

Now, we are excited to expand our learning options by offering all JHU faculty and staff free access to thousands of online courses through LinkedIn Learning. This platform (formerly called **Lynda.com**) offers courses taught by real-world professionals on leadership, management, data science, software development and many other topics.

LinkedIn Learning also offers Learning Paths that help you advance your career in new directions. For example, "Become a Senior Manager" features 10 courses designed to help you make the transition to senior leadership and acquire the skills you need to make decisions that drive value in your department. I hope you will access LinkedIn Learning today to see all the options that are available to you.

Remember, as stated in the JHU HR Personnel Policies manual, all faculty, managers, and supervisors should ensure that each staff member reporting to them has a minimum of three full days of training per year in areas of knowledge and skill relevant to their job duties and professional aspirations. Make time for the courses, workshops, and other resources that JHU provides to help you achieve your goals.

Access to LinkedIn Learning is available in the [my.JHU.edu](https://my.jhu.edu) portal under the Education icon on the left-side menu bar. You can also access it directly through this link: <https://linkedinlearning.jh.edu/>



The banner features a blue background with a central illustration of a person at a laptop. Above the person are icons for a photo, a profile, and a list. To the right is the Johns Hopkins University & Medicine logo. Below the illustration is the text "Click here!" in large white font. At the bottom left is the LinkedIn Learning logo, and at the bottom right is a play button icon with the LinkedIn logo below it.

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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."

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).

