



October 2009



Software Application Training Schedule Information Services Division

To register, please email: SATRegistration@wcupa.edu

All classes are held in Anderson Hall room 24.

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Blackboard: Course Migration 9:00-10:30am	2
5 PeopleSoft (Faculty Only) 9:00-10:00am	6 SAP BI Budget/Finance Reports 9:00-12:00pm Blackboard Basics 2:00-3:30pm	7 Outlook 2007 & Outlook Calendar 10:00-12:00pm Intro to Windows Vista 2:00-3:30pm	8 Basic SAP 9:00-10:00am DreamWeaver 2:00-3:30pm	9 Intro to PowerPoint 2007 2:00-3:30pm
12	13	14 SAP BI Budget/Finance Reports 9:00-12:00pm Intro to SharePoint 2:00-3:30pm	15 Blackboard: Blogs/Journals & Wikis 9:00-10:30pm Intro to Excel 2007 1:00-2:30pm	16 Intermediate Word 2007 10:00-11:30am Intro to Publisher 2007 2:00-3:00pm

19 PeopleSoft (Staff Only) 9:00-10:00am	20 Intro to SharePoint 10:00-11:30am Managing Data in Excel 2007 2:00-3:30pm	21 MailMerge 2007 2:00-3:30pm	22 SAP ZFM01 9:00-12:00pm Blackboard: Live Classroom 2:00-3:30pm	23 Advanced PowerPoint 2007 2:00-3:30pm
26 SAP BI Budget/Finance Reports 9:00-12:00pm	27 SAP Electronic Requisition 9:00-11:30am PeopleSoft (Faculty Only) 2:00-3:00pm	28 Intro to Excel 2007 9:00-10:30am Blackboard: Tests, Quizzes & Gradebook 2:00-3:30pm	29 Outlook 2007 & Outlook Calendar 9:30-11:30am	30

Software Alerts and Updates

HANDOUT INDEX

[Click Here](#) to download any of the Software Application Training Handouts.

SOFTWARE TOOLBOX

[Click Here](#) for basic software how-to's, tips and add-ins.

- **SPSS** no longer supports version 15. PASW Statistics 17 (formerly SPSS Statistics) is now available and will be rolled out to the computer labs across campus this summer. We are asking faculty who have version 15 installed on their desktop and/or laptop to please contact the helpdesk, x3350, for the installation of PASW Statistics 17.
- **SAS** version 9.2 is now available and will be rolled out to the computer labs across campus this summer. We are asking faculty who have version 9.1 installed on their desktop and/or laptop to please contact the helpdesk, x3350, for the installation of SAS 9.2.