Harvard Medical School

Information Technology

Computer Training

Spring - Summer 2007
# Table of Contents

INFORMATION TECHNOLOGY TRAINING OVERVIEW .................................................................................................................. 3

- CLIENT SERVICES GROUP (CSG) .................................................................................................................................................. 3
- RESEARCH IMAGING SOLUTIONS (RIS) ........................................................................................................................................ 3
- RESEARCH INFORMATION TECHNOLOGY GROUP (RITG) ........................................................................................................ 3

CUSTOMIZED TRAINING ............................................................................................................................................................... 3

DESKTOP COMPUTING CLASS CALENDAR .................................................................................................................................... 4

RESEARCH COMPUTING CLASS CALENDAR ................................................................................................................................... 7

COMPUTER BASICS ......................................................................................................................................................................... 8

- MACINTOSH OS X BASICS * .......................................................................................................................................................... 8
- MICROSOFT WINDOWS XP BASICS * ........................................................................................................................................... 8

DATABASE ......................................................................................................................................................................................... 8

- FILEMAKER PRO LEVEL 1 ............................................................................................................................................................... 8
- FILEMAKER PRO LEVEL 2 ............................................................................................................................................................... 8
- FILEMAKER PRO LEVEL 3 ............................................................................................................................................................... 8
- MICROSOFT ACCESS LEVEL 1 .......................................................................................................................................................... 8
- MICROSOFT ACCESS LEVEL 2 .......................................................................................................................................................... 8

EMAIL ............................................................................................................................................................................................... 9

- EFFECTIVE EMAIL MANAGEMENT ............................................................................................................................................. 9
- LISTSERV: EMAIL LIST MANAGEMENT * ................................................................................................................................... 9
- USING MICROSOFT ENTOURAGE * ............................................................................................................................................ 9
- MICROSOFT OUTLOOK (WINDOWS) LEVEL 1 * .................................................................................................................................. 9
- MICROSOFT OUTLOOK (WINDOWS) LEVEL 2 * .................................................................................................................................. 9

GRAPHICS AND PRESENTATION ....................................................................................................................................................... 10

- USING ADOBE ACROBAT ............................................................................................................................................................. 10
- USING MICROSOFT POWERPOINT ........................................................................................................................................... 10
- IMAGING MADE EASY LUNCHTIME SEMINARS * .......................................................................................................................... 10
  - Poster Making for Large Format Printers ................................................................................................................................ 10
  - Harnessing the Power of Photoshop ......................................................................................................................................... 10
  - Accessorize Your Presentations ............................................................................................................................................... 10

HMS INTRANET .................................................................................................................................................................................. 11

- eCOMMONS CONTENT – EVENTS, NEWS, RESOURCES AND QUICKPAGES * .................................................................................. 11
- eCOMMONS FORMBUILDER – CREATING FORMS AND DOWNLOADING DATA * ........................................................................... 11
# Table of Contents

## RESEARCH COMPUTING
- Imaging Made Easy Lunchtime Seminars ................................................................. 12
  - Poster Making for Large Format Printers ................................................................. 12
  - Harnessing the Power of Photoshop ......................................................................... 12
  - Accessorize Your Presentations ................................................................................. 12
- Orchestra 1: The HMS Shared Research Cluster ..................................................... 13
- Orchestra 2: The HMS Shared Research Cluster ..................................................... 13
- UNIX and Linux Power Tools .................................................................................... 13

## SPREADSHEET
- Microsoft Excel Level 1 ............................................................................................. 14
- Microsoft Excel Level 2 ............................................................................................. 14
- Microsoft Excel Level 3 ............................................................................................. 14
- Microsoft Excel Macros ............................................................................................. 14
- Microsoft Excel Pivot Tables ..................................................................................... 14

## WORD PROCESSING
- Microsoft Word Level 1 ............................................................................................. 15
- Microsoft Word Level 2 ............................................................................................. 15
- Microsoft Word Level 3 (Macintosh) * ....................................................................... 15
- Microsoft Word Level 3 (Windows) .......................................................................... 15
- Microsoft Word Merging * ....................................................................................... 15
- Microsoft Word Track Changes * .............................................................................. 15

## REGISTRATION PROCEDURES ................................................................................. 16

## TRAINING REGISTRATION POLICIES ................................................................. 16

## TRAINING CLASS CANCELLATION POLICY ..................................................... 16

## TRAINING CLASS TIMES AND LOCATIONS ..................................................... 16
- Class Times ................................................................................................................ 16
- Class Location ........................................................................................................... 16

## INFORMATION TECHNOLOGY DESKTOP COMPUTING TRAINING CLASS REGISTRATION FORM ....... 17
Information Technology Training Overview

Information Technology offers free computer training sessions for all skill levels in a variety of formats. Both hands on training and lunchtime seminars cover topics that faculty and staff can attend to improve their computer efficiency. This calendar provides information for hands-on training classes as well as Brown Bag seminars offered by Information Technology. The following groups within Information Technology provide training:

**Client Services Group (CSG)**

The Client Services Group offers hands on training for commonly used software such as Adobe Acrobat, FileMaker Pro and the Microsoft Office Suite. CSG also gives monthly lunchtime Brown Bag seminars on current computer topics. Brown Bags are announced monthly.

*Fill out an online registration form to enroll in CSG training classes*

**Research Imaging Solutions (RIS)**

Research Imaging Solutions workshops and seminars are designed to build on foundations acquired through application training at HMS Information Technology Computer Training and the Center for Training and Development in Cambridge. RIS skills training is based on the unique ways that researchers use proprietary scientific applications, Microsoft Office and a variety graphics programs to create, acquire and edit images that are included in grant applications, journal articles and presentations to the scientific community. Half-day workshops are free and address the specific imaging and presentation needs of researchers. Free Imaging Made Easy Lunchtime Seminars cover topics including poster making, proper PowerPoint techniques and Photoshop tricks.

For more information about RIS services: [it.med.harvard.edu and click Research Imaging](it.med.harvard.edu) You can also contact RIS at [ris@hms.harvard.edu](mailto:ris@hms.harvard.edu).

**Research Information Technology Group (RITG)**

The Research Information Technology Group provides high-level computer systems design and support for the HMS community. RITG services include maintaining a collaborative high performance computing environment, providing access to research software applications and conducting training classes.

For more information about RITG training classes: [http://ritg.med.harvard.edu/classes.html](http://ritg.med.harvard.edu/classes.html)

**Customized Training**

Information Technology can provide customized training for your department or office. A standard training class can be arranged for a group of four or more. We can also customize a curriculum for you, covering only those topics which your department or group wants to learn. Please contact the Training Coordinator at 617.432.0321 who can arrange for your special training needs.
## Desktop Computing Class Calendar

All classes begin at 9 AM unless otherwise noted.

### COMPUTER BASICS

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>[Register for this class]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macintosh OS X Basics *</td>
<td>Scheduled as needed</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Windows XP Basics *</td>
<td>Scheduled as needed</td>
<td>[Register for this class]</td>
</tr>
</tbody>
</table>

### DATABASE

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>[Register for this class]</th>
</tr>
</thead>
<tbody>
<tr>
<td>FileMaker Pro Level 1</td>
<td>May 17</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>FileMaker Pro Level 2</td>
<td>June 14</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>FileMaker Pro Level 3</td>
<td>July 11</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Access Level 1</td>
<td>May 30</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Access Level 2</td>
<td>June 20</td>
<td>[Register for this class]</td>
</tr>
</tbody>
</table>

### EMAIL

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>[Register for this class]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Email Management – Part I</td>
<td>May 24, Noon – 1 PM</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Effective Email Management – Part II</td>
<td>May 31, Noon – 1 PM</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>LISTSERV: Email List Management</td>
<td>Scheduled as needed</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Using Microsoft Entourage *</td>
<td>Scheduled as needed</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Outlook (Windows) Level 1 *</td>
<td>Scheduled as needed</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Outlook (Windows) Level 2 *</td>
<td>Scheduled as needed</td>
<td>[Register for this class]</td>
</tr>
</tbody>
</table>
## GRAPHS AND PRESENTATION

**Using Adobe Acrobat**
June 5  
[Register for this class]

**Using Microsoft PowerPoint**
May 22  
[Register for this class]

**Photo Composites & Annotation:**  
Creating Figures for Publications and Presentations
June 19  
[Register for this class]
July 19  
[Register for this class]

**Imaging Made Easy Lunchtime Seminars. All sessions begin at noon. No registration necessary!** *
May 1  
Poster Making for Large Format Printers
May 24  
Poster Making for Large Format Printers
June 12  
Harnessing the Power of Photoshop

---

## HMS INTRANET

**eCommons Content: Events, News, Resources and QuickPages**  
*Scheduled as needed*  
[Register for this class]

**eCommons FormBuilder: Creating Forms and Downloading Data**  
*Scheduled as needed*  
[Register for this class]

---

* Physicians can now get Category 1 CME credits for Research Imaging Workshops and Seminars.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE</th>
<th>REGISTRATION LINK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPREADSHEET</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Excel Level 1</td>
<td>May 24</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Excel Level 2</td>
<td>June 6</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Excel Level 3</td>
<td>July 12</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Excel Macros</td>
<td>June 21</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Excel Pivot Tables</td>
<td>June 28</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td><strong>WORD PROCESSING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Word Level 1</td>
<td>May 23</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Word Level 2</td>
<td>June 13</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Word Track Changes</td>
<td>Scheduled as needed</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Word Level 3 (Macintosh)</td>
<td>Scheduled as needed</td>
<td>[Register for this class]</td>
</tr>
<tr>
<td>Microsoft Word Level 3 (Windows)</td>
<td>July 18</td>
<td>[Register for this class]</td>
</tr>
</tbody>
</table>
Research Computing Class Calendar

GRAPHICS AND PRESENTATION

Photo Composites & Annotation:
Creating Figures for Publications and Presentations
June 19  [Register for this class]
July 19  [Register for this class]

Imaging Made Easy Lunchtime Seminars. All sessions begin at noon. No registration necessary! *
May 1  Poster Making for Large Format Printers
May 24  Poster Making for Large Format Printers
June 12  Harnessing the Power of Photoshop
July 11  Accessorize Your Presentations

HIGH PERFORMANCE COMPUTING

Orchestra 1: The HMS Shared Research Cluster
May 10, 9:30 AM –11:30 PM  [Register for this class]

Orchestra 2: The HMS Shared Research Cluster
May 17, 1 PM – 3 PM  [Register for this class]

UNIX and Linux Power Tools
May 22, 1 PM – 3 PM  [Register for this class]

* Physicians can now get Category 1 CME credits for Research Imaging Workshops and Seminars.
Computer Basics

Computer Basics provide the fundamental skills needed to effectively use either a Macintosh or Windows computer.

**Macintosh OS X Basics** *
Using Macintosh OS X will provide the skills needed to work efficiently within the Mac OS X environment. Class topics include working with the Dock, using the window toolbar, keyboard shortcuts and system customization. *This class is scheduled as needed.* [Register for this class]

**Microsoft Windows XP Basics** *
Attendees will leave this class with a fundamental understanding of the Windows XP computing environment. Class topics include using the mouse, file organization, document storage management and how to work with menus. *This class is scheduled as needed.* [Register for this class]

Database

Database software allows you to collect and organize information. Microsoft Access, part of the Microsoft Office suite, is a Windows-only database program. FileMaker Pro is easy to use database software for both Macintosh and Windows computers.

**FileMaker Pro Level 1**
FileMaker Pro Level 1 covers the basics of database creation. Topics include the basics of database design, defining fields, adding and modifying records, finding information, sorting and an overview of creating data entry screens and printed reports. [Register for this class]

**FileMaker Pro Level 2**
FileMaker Pro Level 2 is geared towards those who actively use FileMaker Pro for data management. Topics covered include data entry automation and validation; summary reports as well as importing and exporting data. [Register for this class]

**FileMaker Pro Level 3**
FileMaker Pro Level 3 provides an overview of relational database design as well as using buttons and scripts to quickly perform commands and run reports. Prerequisites: FileMaker Pro Level 1 and FileMaker Pro Level 2 or an equivalent skill set. [Register for this class]

**Microsoft Access Level 1**
Microsoft Access Level 1 provides an overview of Microsoft Access as well as a comparison to similar database programs. Class topics include how to set up and use tables, forms, queries and reports to store and retrieve data. [Register for this class]

**Microsoft Access Level 2**
Microsoft Access Level 2 focuses on how to use Access to meet more complex data storage and reporting requirements, focusing especially on working with multiple related tables. Topics include relational database design concepts, creating forms and reports that can access structured data and creating queries using Structured Query Language (SQL). [Register for this class]

*Italicized classes are scheduled on an as needed basis.* Register for the class to be placed on a wait list. The Training Coordinator will contact you when a class session is scheduled.
Email

Email training classes focus on email essentials, message management techniques and calendar features where appropriate. LISTSERV training provides information on email list management.

Effective Email Management
Overloaded with email? Looking for simple strategies to keep email under control? Records Management and Information Technology present a two-part lunchtime Brown Bag series to explain how to manage and organize your email account using Microsoft Outlook. Participants are encouraged to enroll in both sessions.

**Effective Email Management - Part 1**
Kathryn Hammond Baker, Records Management, will present techniques for reducing incoming email and managing the messages you need to keep.
[Register for this Brown Bag]

**Effective Email Management - Part 2**
Lauren Kreisberg, IT Training Coordinator, will show you how to organize your email account with folders and automate message placement using Outlook’s Rules.
[Register for this Brown Bag]

**LISTSERV: Email List Management** *
LISTSERV is Harvard Medical School’s email mailing list management software. Administrator responsibilities, mailing list configuration settings and subscriber management will be covered.
[Register for this class]

**Using Microsoft Entourage** *
Microsoft Entourage is an email and task management software program for the Macintosh. Using Microsoft Entourage focuses on email management and using the calendar to schedule meetings and tasks.
[Register for this class]

**Microsoft Outlook (Windows) Level 1** *
Microsoft Outlook is an email and task management software program for Windows. Class topics include email and calendar basics and emphasize the use of folders and rules to organize messages.
[Register for this class]

**Microsoft Outlook (Windows) Level 2** *
Microsoft Outlook Level 2 focuses on email message management. Creating folders, using personal “archive” folders and using rules will be covered. Prerequisites: Microsoft Outlook Level 1 or an equivalent skill set.
[Register for this class]

* *Italicized classes are scheduled on an as needed basis.* Register for the class to be placed on a wait list. The Training Coordinator will contact you when a class session is scheduled.*
Graphics and Presentation

Graphics and presentation software enable you to create documents that combine text and pictures.

**Using Adobe Acrobat**
Adobe Acrobat is used to create and edit PDF (Portable Document Format) documents. Class topics include creating PDF files and working with Adobe’s text and graphic tools. [Register for this class]

**Using Microsoft PowerPoint**
Presentation software package fundamentals are covered in this course. Class topics include creating and editing PowerPoint slides, using templates, formatting text, including custom animation as well as working with graphics. [Register for this class]

**Photo Composites & Annotation: Creating Figures for Publications and Presentations**
This hands-on course shows you how to use Adobe Photoshop and Microsoft PowerPoint to prepare multiple images for arrangement in a single document for presentations and publications. Topics include learning how to use images of differing resolutions for use in the same document, how to properly insert images for reliable results and how to easily annotate your figures.
Prerequisite: Basic PowerPoint skills. Familiarity of OS X or Windows XP operating systems

Register for Photo Composites & Annotation on June 19
Register for Photo Composites & Annotation on July 19

**Imaging Made Easy Lunchtime Seminars** *
All sessions begin at noon. No registration necessary!

**Poster Making for Large Format Printers**
Master the pain-free way to construct a poster. Maximize your message with images, illustrations and text by using PowerPoint and Photoshop to create posters. Get poster templates and learn techniques for creating a trouble-free poster.

**Date:** May 1, **Location:** NRB, Room 354
**Date:** May 24, **Location:** WAB, Room 336

**Harnessing the Power of Photoshop**
Learn how to create and use actions and droplets to minimize repetitive tasks. Find out how you can easily create actions and droplets to batch process images that need reformatting, resizing or other uniform adjustments.

**Date:** June 12, **Location:** NRB 335

**Accessorize Your Presentations**
Learn to use PowerPoint to correctly insert images, illustrations and movies, as well as how to use animation and make hyperlinks.

**Date:** July 11, **Location:** Goldenson 512

* Physicians can now get Category 1 CME credits for Research Imaging Workshops and Seminars.
eCommons Intranet offers an easy way to provide information about your department to the HMS Community. eCommons Internet classes are meant for web managers, those individuals responsible for maintaining their organization’s eCommons web pages.

**eCommons Content – Events, News, Resources and QuickPages** *

eCommons Content covers the basics of enhancing your organization’s information on eCommons, the Harvard Medical School Intranet.

[Register for this class]

**eCommons FormBuilder – Creating Forms and Downloading Data** *

eCommons FormBuilder covers how to create online forms and retrieve form responses. Forms can be used for surveys, registration and general data collection.

[Register for this class]

* Italicized classes are scheduled on an as needed basis. Register for the class to be placed on a wait list. The Training Coordinator will contact you when a class session is scheduled.
Research Computing

Research Imaging Solutions (RIS) and the Research Information Technology Group (RITG) provide training and support for the HMS research community. 

Classes offered by RIS and RITG are open to all HMS faculty, staff and students.

Photo Composites & Annotation: 
Creating Figures for Publications and Presentations

This hands-on course shows you how to use Adobe Photoshop and Microsoft PowerPoint to prepare multiple images for arrangement in a single document for presentations and publications. Topics include learning how to use images of differing resolutions for use in the same document, how to properly insert images for reliable results and how to easily annotate your figures. 

Prerequisite: Basic PowerPoint skills. Familiarity of OS X or Windows XP operating systems

Register for Photo Composites & Annotation on June 19 
Register for Photo Composites & Annotation on July 19

Imaging Made Easy Lunchtime Seminars

All sessions begin at noon. No registration necessary!

Poster Making for Large Format Printers

Master the pain-free way to construct a poster. Maximize your message with images, illustrations and text by using PowerPoint and Photoshop to create posters. Get poster templates and learn techniques for creating a trouble-free poster.

Date: May 1, Location: NRB, Room 354
Date: May 24, Location: WAB, Room 336

Harnessing the Power of Photoshop

Learn how to create and use actions and droplets to minimize repetitive tasks. Find out how you can easily create actions and droplets to batch process images that need reformatting, resizing or other uniform adjustments.

Date: June 12, Location: NRB 335

Accessorize Your Presentations

Learn to use PowerPoint to correctly insert images, illustrations and movies, as well as how to use animation and make hyperlinks.

Date: July 11, Location: Goldenson 512

* Physicians can now get Category 1 CME credits for Research Imaging Workshops and Seminars.
Research Computing - Continued

Orchestra 1: The HMS Shared Research Cluster
Orchestra 1 provides an overview of the HMS high-performance research cluster. Topics covered include: general cluster architecture, how to schedule and monitor jobs using LSF and job queues and priorities.
Prerequisite: UNIX 1 or equivalent.
[Register for this class]

Orchestra 2: The HMS Shared Research Cluster
More advanced techniques for using the Cluster and the LSF scheduler are presented. This class will cover scripting tips for LSF jobs, analyzing and optimizing your jobs' performance and handling complex workflows in LSF with job dependencies.
Prerequisite: Orchestra 1 or equivalent.
[Register for this class]

UNIX and Linux Power Tools
Update or expand your UNIX/Linux knowledge to include today's tools of the trade! Class topics include making remote access to systems easy and automatic with SSH, copying files locally and remotely using rsync, securely editing remote files and more.
Prerequisite: UNIX 2 or equivalent.
[Register for this class]
Spreadsheet

Spreadsheet software enables you to enter and analyze data as well as create charts and graphs.

**Microsoft Excel Level 1**
Excel essentials such as entering, editing and formatting data within a workbook are covered in this class. Additional topics include creating formulas, using functions, worksheet formatting and printing.
[Register for this class]

**Microsoft Excel Level 2**
Excel Level 2 is designed for individuals who use Excel on a daily basis and want to increase their proficiency with the software. Topics include worksheet management, linking files, data sorting and filtering and advanced printing techniques. Creating charts and graphs will be covered if time permits.
[Register for this class]

**Microsoft Excel Level 3**
Microsoft Excel Level 3 focuses on the commands that make working in Excel more efficient as well as some of Excel’s data analysis features. Topics include data entry and formatting tips, creating simple macros to save time by automating repetitive tasks and creating graphs and charts. Creating pivot tables will be discussed if time allows.
[Register for this class]

**Microsoft Excel Macros**
Microsoft Excel Macros focuses on customizing and automating Excel to make working more efficient. Topics include Auto Formatting, toolbar customization, using lists to make data entry quicker as well as creating simple macros that can save time by automating repetitive tasks. Microsoft Excel Macros is a 1.5 hour workshop.
[Register for this class]

**Microsoft Excel Pivot Tables**
Microsoft Excel Pivot Tables enable you to quickly create concise reports from large data sets. Pivot Tables can help you spot trends by consolidating information and easily be made into charts to visually represent your data. Class topics will include organizing large data sets, pivot table creation and updates. Microsoft Excel Pivot Tables is a 1.5 hour workshop.
[Register for this class]
**Word Processing**

Microsoft Word is a word processing program used for business communications and reporting.

**Microsoft Word Level 1**
Word Level 1 covers the essential skills needed to create simple documents. Class topics include entering and editing document text, document and text formatting, as well as saving, retrieving and printing documents. [Register for this class]

**Microsoft Word Level 2**
Word Level 2 is designed for individuals who use Word on a daily basis and want to increase their proficiency. Topics covered include using the AutoCorrect and AutoText features, headers and footers, paragraph and document formatting as well as creating and modifying data tables. [Register for this class]

**Microsoft Word Level 3 (Macintosh) * **
See class topics below described under Microsoft Word Level 3 for Windows. *This class is scheduled as needed.* [Register for this class]

**Microsoft Word Level 3 (Windows)**
Designed for the experienced Microsoft Word user, this class covers the communication and collaboration features of Microsoft Word. Topics include creating form letters (merge printing) and using the Track Changes command to monitor document revisions. Toolbar and keyboard shortcut customization will also be covered if time allows. [Register for this class]

**Microsoft Word Merging * **
Microsoft Word Merging is for anyone who uses the Mail Merge feature. Class topics include an overview of the merge process and creating and managing data files. Microsoft Word Merging is a 1.5 hour workshop. **Note:** Word Merging is also covered in Microsoft Word Level 3. [Register for this class]

**Microsoft Word Track Changes * **
Do you struggle with document revisions or deciphering handwritten edits and comments on paper? Microsoft Word Track Changes will show you how to use the track changes feature to ensure that document revisions go smoothly. Microsoft Word Track Changes is a 1.5 hour workshop. [Register for this class]

*Italicized classes are scheduled on an as needed basis.* Register for the class to be placed on a wait list. The Training Coordinator will contact you when a class session is scheduled.
Registration Procedures

Click the links below to register for office productivity or Research Imaging classes.

Effective Email Management Brown Bag Series
Office Productivity training (Adobe Acrobat, eCommons, FileMaker and the Microsoft Office Suite)
Research Imaging classes (Photo Composites and Annotation)
High Performance Computing training classes (Orchestra research cluster and UNIX)

Training Registration Policies

All computer courses offered by Information Technology are available free of charge to qualified HMS and HSDM faculty and staff. Research Imaging Solutions (RIS) and Research Information Technology Group (RITG) classes are available to anyone with an eCommons ID. To qualify for free office productivity software application training classes you must:

1. Have a valid Harvard Medical School ID
2. Be an active member of an HMS quad-based department
3. Be able to supply a 33-digit billing code for that department (when requested in the registration process.)

Pre-registration is required for all hands-on training classes. All class participants should enroll via eCommons or online forms provided. See Registration Procedures above for links to registration forms.

Training Class Cancellation Policy

Information Technology requests a two-day advance notice if you are unable to attend a class in which you have enrolled. Individuals who fail to show for a class without prior cancellation, will be charged a $50 no show fee.

Registered participants who call in sick should have their manager or a department representative call the Training Coordinator at 617-432-0321 before 9:00 a.m. on the day of the course. If the registered participant is unable to attend the course, a substitute is welcome to take their place.

Training Class Times and Locations

Class Times
Desktop computing software training classes begin at 9 AM. Class times vary between 1.5 and 3 hours. Research Imaging Solutions (RIS) and Research Information Technology Group (RITG) class times vary. Please check the appropriate eCommons calendar event for class dates and start times.

Class Location
All training classes are conducted in the Countway Library in the Ware Room on the fifth floor.
Information Technology Desktop Computing Training Class Registration Form

To register: Print this form and fill in all requested information. Incomplete forms will result in a delay in processing. Return this form by fax: 617-432-5962 or Mail the registration form to:
Training Coordinator, Information Technology, 107 Avenue Louis Pasteur, Room 105, Boston, MA 02115

Click here to fill out a registration form online.

Name: ___________________________________ Harvard ID: ______________________________
Department: ______________________________ Building/Room: ____________________________
Street Address: ___________________________ Phone: ________________________________
Computer: Macintosh or Windows (please circle) @ __________________________.harvard.edu
Email: _________________________________

Your email address is required for course confirmation

Please provide up to five class names and dates for the classes in which you want to enroll.

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Wait List Policy: You will be placed on a wait list if the dates you've requested are unavailable. You will be contacted prior to the class if a seat in the class becomes available.

Submitting this form does not guarantee enrollment.

If you do not receive an enrollment confirmation, please call the Training Coordinator at 617-432-0321.

Please enter your 33-digit billing code below. Registration forms will not be processed without a billing code.

TUB ORG OBJECT FUND ACTIVITY SUB-ACTIVITY ROOT

Please Sign:
Your signature here indicates that you have read, and agree to, our registration and cancellation policies outlined below.

All classes are held in the Countway Library Ware Room, on the 5th floor Countway Library is located at 10 Shattuck Street

All classes begin at 9:00 a.m. Please Be Prompt!
Students arriving 15 minutes after class start time cannot be guaranteed a seat in class.

REGISTRATION AND CANCELLATION POLICY

All Information Technology training classes are free of charge to qualified HMS and HSDM faculty and staff. To be eligible, you must: 1) have a valid HMS ID; 2) be an active member of a quad-based department and 3) be able to supply a 33-digit billing code for that department. Class participants must fill out the above registration form and send it to Information Technology before the day of the class. A course confirmation will be returned via e-mail. Your course confirmation is your official notification of enrollment.

Please provide at least two full business days advance notice if you will be unable to attend a class. Individuals who fail to show for a class in which they are enrolled will be charged a $50 no show fee. If you fail to attend two or more classes in which you've enrolled your training privileges may be suspended. Registered participants who call in sick should have a supervisor call the Training Coordinator at (617-432-0321) before 9:00 a.m. on the day of the course. If a registered participant is unable to attend the course, a substitute is welcome to take their place. Information Technology reserves the right to cancel a course due to minimal enrollment or circumstances beyond our control. Every effort will be made to reschedule a cancelled class or transfer enrollments to a later date.