

## Training Catalogue for Department

(Version: January 2018)

To promote a smart IT working environment, ITSC is offering different kinds of laboratory training to all staff. Since different departments have their own IT needs, we open our training to departments to choose the training that they are interested in. The date of training is flexible and depends on the schedule of individual department.

### **Canva101: Introduction to Canva**

**Duration: 1.5 hours**

#### **Course description**

##### **Outline:**

- Create a Canva account
- Learn about different types of design such as poster and banner
- Hands-on practice to create your own design

**Level:** Entry

**Language:** Cantonese & English

**Target:** Colleagues who need to create simple printed designs. (NO pre-experience in design is required.)

## **GSuite101 G Suite: Gmail, Google Calendar**

**Duration: 1.5 hours**

### **Course description:**

#### **Gmail**

- Compose an email
- Insert and download email images (in line/attachment) and attachments
- Undo sending your email
- Organize the inbox with labels and filters
- Manage inbox in sessions
- Canned response
- Holiday reply
- Use search operators to work fast
- Identify and report spam
- Check last activity and sign-in history

#### **Google Calendar**

- Create an event or meeting
- Invite people to join
- Share your calendar (busy/free/with details)

**Level:** Entry

**Language:** Cantonese & English

**Target:** Colleagues who are unfamiliar with Gmail and would like to learn more on the tips and tracks using Gmail.

## **GSuite102 G Suite: Google Drive, Hangouts**

**Duration: 1.5 hours**

### **Course description tion:**

#### **Google Drive**

- Use of Team Drive
- Differences between Google drive and Team drive
- Create new folder
- File and folder upload and download
- Share your files with others
- Time bomb
- Recent and starred functions
- Change colour and rename a folder

#### **Hangouts**

- Sign in or out of Hangouts
- Start a conversation
- Start a video call
- Start a group conversation for collaboration

**Level:** Entry

**Language:** Cantonese & English

**Target:** Colleagues who are unfamiliar with using Google Drive and Google Hangouts.

## **GSuite103 G Suite: Google Form**

**Duration: 1.5 hours**

### **Course description:**

#### *Design a form*

- Add, duplicate and delete a question
- Introduce different question types
- Add, duplicate and delete a image or video
- Add, duplicate and delete a section
- Ask for attachment
- Shuffle question order
- Shuffle option order
- Add a theme to a form
- Make a new quiz & answer key

#### *Collaboration*

- Share your form with collaborators
- Send your form to people

#### *Manage responses*

- View and export responses in a spreadsheet
- Turn response notifications on or off
- Stop collecting response notification on or off
- Collect respondents' email addresses

**Level:** Entry

**Language:** Cantonese & English

**Target:** Colleagues who are interested in creating an e-survey and collect simple data for analysis.

## **Moodle 101: The Use of Moodle to Facilitate Teaching and Learning**

**Duration: 1.5 hours**

### **Course description**

#### **Outline:**

- Link for students to download the course outline
- Q&A forum to facilitate student discussions
- Folder for students to download course notes
- Quiz to assess the students' learning
- Assignment to collect submissions before a deadline
- Other advanced features such as question bank, Veriguide, etc

**Level:** Basic

**Target:** Colleagues who want to learn how to create a basic course in Moodle.

## **Moodle 201: Assessments and Analytics to enhance Teaching and**

### **Learning**

**Duration: 1.5 hours**

### **Course description**

#### **Outline:**

- The use of Assessments and Analytics for Learning
- How to set up quizzes for students to build up their subject knowledge
- How to use different question types to stimulate student's thinking
- How to set up individual and group assignments for students
- How to offer feedback to students via rubrics and grade book
- How to get insights from data analytics on students' participation and performance

**Level:** Basic

**Target:** Colleagues who want to learn how to create a basic course in Moodle.

## **NetSupport101: Introduction to Net Support School**

**Duration: 1 hour**

### **Course description**

#### **Outline:**

- Motivate students before the lesson
- Manage the connectivity of student PCs in the lab
- Interact with students through Net Support School
- Deliver and collect material more efficiently

**Level:** Basic

**Target:** Colleagues who need to produce simple videos or interested in video editing.

## **Office101: Fundamental Excel**

**Duration: 1.5 hours**

### **Course description**

#### **Outline:**

- Navigate a worksheet efficiently
- Operate and format the worksheet
- Understand essential formulas and functions
- Use of sort and filter
- Work with advanced paste options

**Level:** Entry

**Language:** Cantonese & English

**Target:** Colleagues who need to process simple data entry and record keeping using Excel.

## **Office 201: Advanced Excel**

**Duration: 1.5 hours**

### **Course description**

#### **Outline:**

- Create different types of charts
- Use VLOOKUP to look up specific items
- Use of Pivot table to consolidate simple data

**Level:** Advanced

**Target:** Colleagues who need to handle and present large amount of data.

## **Office 102: Introduction to OneNote**

**Duration: 1 hour**

### **Course description**

#### **Outline:**

- Introduce OneNote Desktop and OneNote Online
- Organize notes with notebooks, sections, and pages
- Use advanced ways to take and capture multimedia
- Monitor your daily tasks with to-dos
- Collaborate the notes with your colleagues and friends

**Level:** Entry

**Target:** Colleagues who is looking for a solution to properly keeping all notes, graphics and web articles in one place.

## **Video 101: Fundamental video editing**

**Duration: 1.5 hours**

### **Outline:**

- Add image, audio and video files to a video project
- Simple editing of the video clips with effects
- Create picture-in-picture (PIP) effect
- Export video in various resolutions and formats

**Level:** Basic

**Target:** Colleagues who need to produce simple videos or interested in video editing.