REGISTER NOW* for DCC Technology Day: June 16, 2011

As an alternative to our comprehensive training tracks, the ETS Technology Training Team is proud to offer Techno-Nuggets. Each session is one-hour in length and is designed to teach you a specific skill in a hands-on format. Hopefully it will be easy to fit these one-hour session into your busy schedule.

Schedule. Choose 1 from each time slot:

Thursday, June 16, 2011

9:30 AM –10:30 AM
- P29   Microsoft Outlook: Archiving and Mailbox cleanup – 5007
- M7   Web-based Citation Generators – 4069 Library
- P72   Building Personal and Professional Networks through Social Media – 5008
- P3   MS Excel: Charts – 5006
- P57   Why YOU Should Switch to Windows 7 – 5140

11:00 AM–12:00 PM
- P49   myVPN: Remote Desktop and Mapping the M: Drive – 5007
- M5   Database Citation Generators – 4069 Library
- P73   Blogging and Micro-Blogging to Network, Share and Collaborate – 5008
- P2   MS Excel: Formulas & Functions – 5006
- P62   SMART Board Strategies – 5140

1:00 PM–2:00 PM
- P53   myMCC: The New College Community Portal – 5007
- P7   PowerPoint: Animating Objects – 5008
- P45   Adobe Photoshop Basics – 4088 FIC
- P67   Microsoft Word 2010 Overview – 5006
- P74   Microsoft OneNote – 5140

2:30 PM–3:30 PM
- P69   Outlook 2010 Overview – 5007
- P70   PowerPoint 2010 Overview – 5008
- M2   Overview of Subscription Databases – 4069 Library
- P48   Adobe Photoshop Basics 2: Getting Creative – 4088 FIC
- P68   Microsoft Excel 2010 Overview – 5006
- P61   Introduction to Microsoft Publisher – 5030

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*Registration Required Online at www.monroecc.edu/go/techweek or call the Help Desk x4357 (option 1)

Nugget Descriptions

M2 Library: Overview of Subscription Databases. This hands-on session will introduce you to the various types of proprietary research databases available to you and your students exclusively through the MCC Libraries website. Keep in mind that this session can be tailored to fit your subject area and your classroom or research needs. Approximately 1 hour.

M5 Database Citation Generators. Citation generating tools are embedded into a number of library databases. Participants of this session will learn how to access these tools as well as recognize which generated citations are correct or only partially correct and how to make necessary adjustments.

M7 Web-based Citation Generators. Web-based citation generators can help students save time on the often cumbersome process of citing sources and formatting bibliographies. This session will provide an overview on a variety of these free or inexpensive tools and instructions on how to use them.

P2 Excel: Formulas & Functions. You may know how to enter numbers and text into an Excel spreadsheet, but do you know how to create a formula or use built in functions. Come to this hands-on session to learn more about creating formulas and the basic rules to know.

P3 Excel: Charts. Would you like a visual comparison of the numbers in your Excel spreadsheet? Examples might be a pie chart, column or bar chart to show the differences. A column chart can be created with the press of ONE button on the key board. Yes, that's true, ask anyone who has attended the regular Excel - level 2 session. You can learn this tip in our one hour session.

P7 PowerPoint: Animating Objects. Are you trying to figure out how to make your PowerPoint presentations more effective? You can animate elements on a PowerPoint slide so that you can focus on important points, control the flow of information, and add interest to your presentations. Learn how to add special visual effects to your PowerPoint presentations.

P29 Outlook: Archiving and Mailbox Cleanup. This session will show you how to reduce your Mailbox size in one step with the Outlook Archive feature. In this session we will explain the

theory behind the Outlook Archive feature. This session can also be followed up by an appointment with the instructor in your office (at a mutually convenient time) to implement the feature within your Outlook Mailbox. It is recommended that you also take Microsoft Outlook: Organizing Outlook Clutter.

P45 Adobe Photoshop Basics. "This would be such a great photo, but…" So what can you do with your photos when they don't come out quite the way you'd hoped? Adobe Photoshop is a powerful tool for editing your photos, and this hands-on workshop will teach you commonly needed Photoshop techniques such as fixing red-eye and skin blemishes, color correction, and cropping.

P48 Adobe Photoshop Basics 2: Getting Creative. Do you want to get creative with your photos? This hands-on workshop will introduce you to techniques like adding text, Photoshop filters, and basic compositing. To take this course, you should have attended the first Photoshop Basics TechnoNugget, or have a working familiarity with Adobe Photoshop.

P49 myVPN: Remote Desktop and Mapping the M: Drive. This session will review two important features of myVPN (the new version of MCC@Home). Windows Remote Desktop makes it possible to take control of your MCC PC on campus from an off-campus location. If you only wish to connect to the M: Drive from a PC at an off-campus location this session will review either simply viewing the files stored on the M: Drive using myVPN, or map the M:Drive on your home computer for full functionality. Stay "connected" with myVPN! Come see what it is all about!

P53 myMCC: The New College Community Portal. The newest technology to come to MCC! The new college portal, myMCC, will affect the way all MCC employees access internet-based information and MCC systems. All the information and many MCC systems available to you now through one single sign on to myMCC. Email, Banner, The Daily Tribune and resources on the MCC website. Add personalized resources like The New York Times or the Chronicle of Higher Ed. myMCC can be accessed from any computer on a 24/7 basis with an internet connection. No special software is required. Sound interesting? Come to this session and see what it is all about.

P57 Why YOU Should Switch to Windows 7. Windows 7 performs faster, has intuitive interfaces, and is more seamless than XP and Vista. This session will convince YOU that Windows 7 is what you should be using! During the session we will showcase the features and benefits of Windows 7.

P61 Introduction to Microsoft Publisher. This course is specifically designed to train you in the essentials of Microsoft Publisher. There are six basic building blocks that will unlock the mystery behind Publisher. Even if you have used Publisher before, you will walk away with a new perspective.

P62 SMARTBoard Strategies. For beginners and intermediates. This class demonstrates strategies that can immediately be implemented in the classroom. Drawing from eight years of classroom SMARTBoard experience, I can help you become more efficient and effective.

P67 Microsoft Office 2010 Overview - Word. Come and see the new features of Microsoft Office 2010. There is a new look and feel, to make your work more efficient.

P68 Microsoft Office 2010 Overview - Excel. Come and see the new features of Microsoft Office 2010. There is a new look and feel, to make your work more efficient.

P69 Microsoft Office 2010 Overview - Outlook. Come and see the new features of Microsoft Office 2010. There is a new look and feel, to make your work more efficient.

P70 Microsoft Office 2010 Overview - PowerPoint. Come and see the new features of Microsoft Office 2010. There is a new look and feel, to make your work more efficient.

P72 Building Personal and Professional Networks through Social Media. Together we will explore the largest social and professional networking services in the world—Facebook and LinkedIn. You will learn the value of networking online using Facebook's personal profiles, groups and pages. Through LinkedIn, you will learn how to manage your online professional identity while engaging with your professional network, exchanging information, and seeking opportunities.

P73 Blogging and Micro-Blogging to Network, Share and Collaborate. Ever wonder "What value does blogging and micro-blogging have for me professionally or for my students educationally?" Join us as we learn how to use blogs for sharing knowledge, ideas, content and collaboration. Take a journey through Twitter as we will learn how to engage in conversation, network, and use hash tags to share and seek information.

P74 Microsoft OneNote. Microsoft OneNote is a great piece of software designed to keep track of all facets of your work life. The inherent organizational hierarchy provides a logical scaffolding for tracking committee meeting notes, projects, individual assignments and just about everything else you would need to manage. Sick of having hundreds of different files cluttering your desktop (meeting agendas, notes, emails, photos, etc.)? OneNote will organize all that, too. It meshes with Outlook and provides the ultimate organizational and management tools.