
Track T: Technology Week January 2009

Audience:

Prerequisite:

Track Description: Make it one of your 2009 New Year's resolutions to brush up on your technology skills. We can help you with Technology Week being offered January 12-15, 2009! This is a conference-style event. We will be offering three sessions each day with a variety of topics to choose from during each session. Each session is one-hour in length and is designed to teach you a specific skill in a hands-on format. A schedule of session offerings will be issued shortly. In the meantime, please save the dates! This will be a great time to come up to speed on the many cool features of Office 2007 and even get a sneak peak at Vista – Microsoft's new operating system coming to all PCs at MCC in the very near future.

P37 Second Life: Open Lab

Do you have a Second Life account but don't know what to do now? Did you attend a Brown Bag session and are ready to create your account? Come to the Second Life Open Lab and spend some time exploring this virtual world. In this session you can explore on your own or join the group on a tour of interesting educational sites. We will also discuss how you might be able to use this world in your classroom.

	Session Date	Start Time	End Time	Location
Tuesday	January 13, 2009	1:00 PM	2:00 PM	11-102
Thursday	January 15, 2009	1:00 PM	2:00 PM	11-111

P2 Microsoft 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.

	Session Date	Start Time	End Time	Location
Wednesday	January 14, 2009	11:00 AM	12:00 PM	11-109

P7 Microsoft 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.

	Session Date	Start Time	End Time	Location
Monday	January 12, 2009	9:30 AM	10:30 AM	11-102
Tuesday	January 13, 2009	11:00 AM	12:00 PM	11-102
Thursday	January 15, 2009	9:30 AM	10:30 AM	11-102

P11 Microsoft PowerPoint: Design Element Fun Stuff

Would you like to learn how to use WordArt and manipulate the results? How about playing with PowerPoint's newest fun feature "Convert to SmartArt Graphic?" How about manipulating Clip Art to fit your needs? How to find and use images from the Web? How to use the PPT Clip Art Gallery to find sophisticated photo images for use in PowerPoint and other programs? Come see how much fun PowerPoint can be!

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	Monday	January 12, 2009	1:00 PM	2:00 PM
	Wednesday	January 14, 2009	11:00 AM	12:00 PM

P36 PowerPoint: Creating PowerPoint Presentations From Scratch

You may know how to run the PowerPoint presentations that come with your textbooks, but can you create one from scratch? Learn how to begin at the beginning, typing info onto new slides, adding background designs, adding clipart or images, and finishing off with some simple animations.

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	Tuesday	January 13, 2009	9:30 AM	10:30 AM
	Wednesday	January 14, 2009	1:00 PM	2:00 PM
	Thursday	January 15, 2009	11:00 AM	12:00 PM

P17 Microsoft Word: Mail Merge

Learn how to create personalized form letters, labels, and envelopes with the mail merge feature of Microsoft Word.

	Session Date	Start Time	End Time	Location
	Tuesday	January 13, 2009	11:00 AM	12:00 PM
	Thursday	January 15, 2009	2:00 PM	3:00 PM

P35 Outlook: Get Organized with Voting Buttons and Color Categories

Learn about these two Outlook features to help you keep up with email correspondence! With Outlook voting buttons you can easily organize a lunch or solicit an opinion on a topic. With the built-in tracking feature you can easily track responses. A category is a keyword or phrase associated with a color that helps you keep track of items (e-mail messages, appointments, contacts, tasks, journal entries, notes) so you can easily find, sort, filter, or group them. You may never need to create a folder again! You are one step away from never losing an Outlook item again! Come and find out how.

	Session Date	Start Time	End Time	Location
	Tuesday	January 13, 2009	9:30 AM	10:30 AM
	Thursday	January 15, 2009	1:00 PM	2:00 PM

P27 Microsoft Outlook: Schedule A Meeting

Are you tired of playing phone tag when you are trying to set a meeting date and time with a group of your colleagues? Do you then find it difficult to distribute information to be discussed at the meeting to all the people in the group? Are you sick of carrying tons of paper copies to each meeting? Getting that group together and prepared for your meeting can be "push button simple"! Come and see how Outlook can save you time and perhaps a forest or two!

	Session Date	Start Time	End Time	Location
Monday	January 12, 2009	11:00 AM	12:00 PM	11-106B
Tuesday	January 13, 2009	2:00 PM	3:00 PM	11-106B

P28 Microsoft Outlook: Working with To Do Lists and Tasks

You have control of your scheduled appointments but keeping control of your "To Do" List is a major problem. You would like some one to do something for you, but you can't find two seconds to locate the person and convey what you need done. Sound familiar? While you could quit your job, might we suggest coming to this session instead! See how Outlook Task features can help you gain control of the many things you have "To Do"!

	Session Date	Start Time	End Time	Location
Monday	January 12, 2009	1:00 PM	2:00 PM	11-106B
Monday	January 12, 2009	2:00 PM	3:00 PM	11-106B

P29 Microsoft 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.

	Session Date	Start Time	End Time	Location
Tuesday	January 13, 2009	1:00 PM	2:00 PM	11-106B
Thursday	January 15, 2009	9:30 AM	10:30 AM	11-106B

P1 Microsoft Access: Annual Faculty Development Report

How do you feel about creating your Annual Faculty Activity Report? Are you always scrambling to capture all those wonderful activities you performed throughout the year making sure you don't forget something? No -- this is not a gripe session! Come and see how we can make this report push-button simple by using Microsoft Access! All attendees will receive a complete database template you can use to log your activities and generate the report. It will be as simple as filling out an online form -- come check it out!

	Session Date	Start Time	End Time	Location
Tuesday	January 13, 2009	11:00 AM	12:00 PM	11-101
Thursday	January 15, 2009	11:00 AM	12:00 PM	11-109

P33 Access 2007 Overview

Microsoft Access is a relational database information management system and an important component of the Microsoft Office suite. Any paper filing cabinet you maintain is a database waiting to happen! Come to this session and learn about the advantages and efficiency of a database, the thought process that goes into creating a database and the working components of an Access database system. Combine this session with Session P1 to see an Access database system that will help you keep track of important job-related activities you do throughout the year.

Session Date	Start Time	End Time	Location
Monday	January 12, 2009	9:30 AM 10:30 AM	11-109

K1 FIC: What is it? Where is it? Why should you care?

The "FIC" Faculty Innovation Center (Brighton Campus) is a not a secret society for tech-savvy faculty. It is available to ALL faculty and staff! Come and see what is available in this resource room. The FIC provides access to some of the best equipment (software and hardware) on campus. A quiet place that provides faculty and staff with technology, resources and support to meet their instructional development needs. Come down, meet the "Lab Rat" and discover one of the many resources available for you to use here at Monroe Community College.

Session Date	Start Time	End Time	Location
Monday	January 12, 2009	1:00 PM 2:00 PM	3-150a

M4 Library: Using E-Reserves

Electronic Reserves (AKA E-Reserves) is a tool for faculty who want course reserve material readily available to students. This service is your solution if you have items (i.e. PowerPoints, class notes, syllabi, homework solutions, media clips, articles, etc.) that you would like your students to access from on or off campus. Materials may be password protected to limit use to your classes or individual sections. All materials must be in compliance with copyright law.

Session Date	Start Time	End Time	Location
Monday	January 12, 2009	11:00 AM 12:00 PM	Library 2-423
Tuesday	January 13, 2009	9:30 AM 10:30 AM	Library 2-423
Wednesday	January 14, 2009	1:00 PM 2:00 PM	Library 2-423
Thursday	January 15, 2009	11:00 AM 12:00 PM	Library 2-423

M5 Spotlight on ARTStor

Interested in incorporating more visuals into your teaching or research? ARTstor, a subscription database available through the library website, contains nearly one million images in the areas of art, the humanities, and social sciences with software to view, present, and manage images for research and pedagogical purposes. This session will introduce you to this valuable resource.

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Wednesday	January 14, 2009	11:00 AM 12:00 PM	Library 2-423
Thursday	January 15, 2009	1:00 PM 2:00 PM	Library 2-423

M6 ILLIAD – Your Interlibrary Loan Account

Come learn about the library's new partnership with other schools in NYS to expedite interlibrary loan requests using ILLIAD. We will cover creating your account (or editing your personal information if you have an account). Basic ways to submit requests directly through ILLIAD as well as links from our most popular databases and the SUNY Union Catalog. Bring your interlibrary loan questions and get informed!

	Session Date	Start Time	End Time	Location
	Thursday	January 15, 2009	9:30 AM	10:30 AM
				Library 2-423

D3 Microsoft Windows Vista: What's New

Come get a sneak peak at Vista – Microsoft's new operating system coming to many PCs at MCC in the very near future. Come and see the new Microsoft Window Vista and learn how to logon to your computer, how to shut down, and how to find the software you normally use. Learn how to create shortcuts to your favorite software. See some of the new features available in the new Windows.

	Session Date	Start Time	End Time	Location
	Monday	January 12, 2009	9:30 AM	10:30 AM
				11-104
	Monday	January 12, 2009	11:00 AM	12:00 PM
				11-104
	Monday	January 12, 2009	1:00 PM	2:00 PM
				11-104
	Tuesday	January 13, 2009	9:30 AM	10:30 AM
				11-104
	Tuesday	January 13, 2009	1:00 PM	2:00 PM
				11-104

P38 Windows Vista: Poor Acceptance and How Microsoft Plans to Correct It

A session looking at the History of Vista, how it has been perceived by the media and public, and what Microsoft is doing to try and remedy the problem. We will look at the Windows Vista marketing campaign and what significance Windows 7 advertising (the successor to Vista) has on Microsoft's success with Vista.

	Session Date	Start Time	End Time	Location
	Monday	January 12, 2009	11:00 AM	12:00 PM
				11-102
	Tuesday	January 13, 2009	11:00 AM	12:00 PM
				11-107
	Wednesday	January 14, 2009	9:30 AM	10:30 AM
				11-102
	Thursday	January 15, 2009	9:30 AM	10:30 AM
				11-111

P39 Going Mobile: Hand Held Devices

This will be a presentation and Q and A session on hand held devices that will work with MCC systems. These devices use the Microsoft Activesync protocol (including iPod Touch, iPhone, and Windows Mobile) and how to utilize them with MCC systems.

	Session Date	Start Time	End Time	Location
	Monday	January 12, 2009	9:30 AM	10:30 AM
				11-101

P40 Cisco VoIP telephone and AVST Voice Mail

It's been a few years now since we installed the new phone and voice mail systems. Do you still have questions about the features? Are you unsure of the purpose of all those buttons? If you would like a refresher or you're a new employee or you just received your new phone at the Damon Campus and didn't have the opportunity to attend training, join me for this one hour session to get all the answers to those nagging questions

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Thursday	January 15, 2009	11:00 AM	12:00 PM	11-106B

P41 AV Basics: What does that do?

Do you wish you had a better understanding of how classroom technology works? Do you want to know the nuts and bolts behind the equipment? Then this session is for you. In this class you will learn the correct names and functions of the cables, connections, and equipment that make classroom technology work.

	Session Date	Start Time	End Time	Location
Monday	January 12, 2009	9:30 AM	10:30 AM	11-107
Wednesday	January 14, 2009	9:30 AM	10:30 AM	11-107

P42 Smart Classroom: The Pixie Pro and SmartCart.

In this session you will learn how to use a classroom with the Pixie Pro room control system and a SmartCart portable projection system. You will learn what equipment is available in the classrooms, how to turn on the equipment in the room, control the equipment using the Pixie Pro, basic troubleshooting, and much more.

	Session Date	Start Time	End Time	Location
Monday	January 12, 2009	11:00 AM	12:00 PM	11-107
Wednesday	January 14, 2009	11:00 AM	12:00 PM	11-107