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

Tuesday, January 16, 2007
10:00 AM –11:00 AM

- P1 - Access Faculty Reports – Room 11-106b - limit 7
- P41 - File Management and Using the M: drive – Room 11-109
- P16 - MS Excel - Formulas – Room 11-101
- P5 - Using CDs, DVDs and USB Flash Drives – Room: FIC 3-150
- P22 Microsoft PowerPoint – Animating Objects – Room 11-104

11:30 AM–12:30 PM

- P38 - Outlook – Collaborate the Easy Way – Room 11-106b
- P19 - MS Excel Grade Book - Templates – Room 11-109
- P18 - MS Excel - Database – Room 11-101
- P23 Microsoft PowerPoint – Action Button/Hyperlink Jeopardy Game – Room 11-104

1:30 PM–2:30 PM

- P39 Using the MS Office Suite is Truly Sweet! – Room 11-106b
- P20 - MS Excel Grade Book - Enhancements – Room 11-109
- P17 - MS Excel - Charts – Room 11-101
- P24 Microsoft PowerPoint - Creating Charts – Room 11-104

Wednesday, January 17, 2007
10:00 AM –11:00 AM

- P40 Get Organized with Outlook – Room 11-106b
- P19 - MS Excel Grade Book - Templates – Room 11-109
- P26 - MS Word - Tables – Room 11-101
- P25 Microsoft PowerPoint - Creating Templates – Room 11-104

11:30 AM–12:30 PM

- P1 - Access Faculty Reports – Room 11-106b
- P20 - MS Excel Grade Book - Enhancements – Room 11-109
- P5 - Using CDs, DVDs and USB Flash Drives – Room: FIC 3-150
- P37 - Microsoft PowerPoint – Design Element Fun Stuff – Room 11-104

1:30 PM–2:30 PM

- P38 Outlook - Collaborate the Easy Way – Room 11-106b
- P41 - File Management and Using the M: drive – Room 11-109
- P22 Microsoft PowerPoint - Animating Objects – Room 11-104

Thursday, January 18, 2007
10:00 AM –11:00 AM

- P39 Using the MS Office Suite is Truly Sweet! – Room 11-106b
- P20 - MS Excel Grade Book - Enhancements – Room 11-109
- P30 - MS Word - Mail Merge - part 1 – Room 11-101
- P23 Microsoft PowerPoint - Action Button/Hyperlink Jeopardy Game – Room 11-104

11:30 AM–12:30 PM

- P40 Get Organized with Outlook – Room 11-106b
- P41 - File Management and Using the M: drive – Room 11-109
- P31 - MS Word - Mail Merge - part 2 – Room 11-101
- P24 Microsoft PowerPoint - Creating Charts – Room 11-104

1:30 PM–2:30 PM

- P1 - Access Faculty Reports – Room 11-106b
- P19 - MS Excel Grade Book - Templates – Room 11-109
- P27 - MS Word - Bullets – Room 11-101
- P5 - Using CDs, DVDs and USB Flash Drives – Room: FIC 3-150
- P25 Microsoft PowerPoint - Creating Templates – Room 11-104

Friday, January 19, 2007
10:00 AM –11:00 AM

- P38 Outlook: Collaborate the Easy Way – Room 11-106b
- P41 - File Management and Using the M: drive – Room 11-109
- P18 - MS Excel - Database – Room 11-101
- P5 - Using CDs, DVDs and USB Flash Drives – Room: FIC 3-150

11:30 AM–12:30 PM

- P39 Using the MS Office Suite is Truly Sweet! – Room 11-106b
- P19 - MS Excel Grade Book - Templates – Room 11-109
- P16 - MS Excel - Formulas – Room 11-101
- P23 Microsoft PowerPoint - Action Button/Hyperlink Jeopardy Game – Room 11-104

1:30 PM–2:30 PM

- P40 Get Organized with Outlook – Room 11-106b
- P20 - MS Excel Grade Book - Enhancements – Room 11-109
- P29 - MS Word - Graphics – Room 11-101
- P37 Microsoft PowerPoint: Design Element Fun Stuff – Room 11-104

Nugget Descriptions

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!

P5 Using CDs, DVDs, and USB Flash Drives for Extra File Storage. You've all gotten those notices that you have to keep your M: drive user folder under 250MB… but how are you going to do it? Burn the data to CD-Rs or DVDs, or copy the information to a portable jump drive!!! We'll introduce you to the basics of using these three media, we'll help you figure out which one is right for your needs, and we'll help get you started on transferring your excess data over.

P16 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.

P17 Microsoft 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.

P18 Microsoft Excel: Database. Learn how to use Microsoft Excel as a database software package. A database is a collection of information with similar fields of information for each student, client or customer. Examples of this information would be Names, Addresses, Phone numbers, ID numbers, Grades, Test scores, etc... Learn how to sort, filter and link the spreadsheet data. Also learn to hide columns and freeze panes within the spreadsheet.

P19 Microsoft Excel Grade Book Templates. Do you want/need an easier way to track and report student grades? If so, look no further. During this session we will review a standard Microsoft Excel gradebook template and highlight advantages of converting your current procedures for grading into an efficient technology-enhanced grading solution!

P20 Microsoft Excel Grade Book Enhancements. With this session, we will take the Microsoft Excel template and enhance it to meet your specific needs. This will be a hands-on workshop. Your electronic gradebook can be designed to calculate by points, by percentage or a combination of both. Bring your Course Information Sheet, the paper or electronic version of your grade book; PLUS your wish list. Brainstorm and develop a rough draft of your ideal grading system.

P22 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.

P23 Microsoft PowerPoint – Action Button/Hyperlink Jeopardy Game. Learn how to use action buttons and hyperlinks to create a PowerPoint Jeopardy game! The Jeopardy PowerPoint can be an excellent tool to use in the classroom to review and/or learn new content. Come prepared with questions and answers in your discipline to begin creating a game.

P24 Microsoft PowerPoint – Creating Charts. Have you ever seen a presentation that contained so much data it made your eyes cross? Have columns and columns of numbers on the screen made you want to escape through the back door? The solution to this problem is to use the right chart to visualize information in your PowerPoint presentation. In this 1-hour hands-on session you will learn how to use Microsoft Graph, the default charting application in PowerPoint.

P25 Microsoft PowerPoint – Creating Templates. Are you tired of seeing the same old PowerPoint backgrounds over and over again? Would you like to be able to use a background design that specifically represents you, your lesson, your department or the College in general? Come see how easy it is to custom design your very own PowerPoint template.

P26 Microsoft Word: Tables. Everyone knows how to use Microsoft Word to type a plain document, but do you know how to create a table? A table allows you to create a document with columns and rows of information displayed with or without the lines to separate the information. Come and learn how to use the Microsoft Word software with efficiency.

P27 Microsoft Word: Bullets & Numbering. Learn to use the software efficiently to create bullet or numbered lists or paragraphs. This feature is also beneficial in the creation of multiple choice tests with ease.

P29 Microsoft Word: Graphics. With the upgrade to Microsoft Office XP have you found it harder to work with graphics to move them around? Do you like the Drawing Canvas when you try to draw a rectangle or oval in your document? Come and learn some tips to eliminate those problems.

P30 Microsoft Word: Mail Merge. Learn how to create personalized form letters, labels, and envelopes with the mail merge feature of Microsoft Word.

P31 Microsoft Word: Mail Merge - Labels & Envelopes. Learn how to use Word mail merge to produce mass labels, envelopes and a directory.

P37 MicroSoft PowerPoint: Design Element Fun Stuff. Would you like to learn how to use WordArt and manipulate the results? 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? How to find more PPT templates? Come see how much fun PowerPoint can be!

P38 Microsoft Outlook: Collaborate the Easy Way with Outlook. To Collaborate: work together, join forces, team up, work in partnership, pool resources, and cooperate with each other. It seems collaboration is something we all do every day as a member of an MCC department or a committee or team charged with a certain task. Come to this session and explore the features of Outlook Calendars and Tasks that can help your group collaborate more efficiently and effectively.

P39 Using the Microsoft Office Suite is Truly Sweet! Word, Excel, PowerPoint, Access, Outlook . . .These are the software applications comprising the MS Office Suite. Too often, our view of Microsoft Office is isolated to each individual application. Come to this demonstration to see how you can easily share information between each of these applications seamlessly! Copy and Paste up to 24 items at one time! Convert a Word document to a PowerPoint presentation; convert your Excel spreadsheet to an Access database and visa versa; share your information with others using Outlook without creating an attachment. Sit back, relax and enjoy the show AND take your use of the Microsoft Office Suite to the next level with this session!

P40 Microsoft Outlook: Get Organized with Outlook. If you think of Outlook as only a way to send e-mail, think again! Only 20% of what Outlook can do for you resides in it's e-mail capability. The other 80% of Outlook is organization! Easily integrate the places you need to be with the things you have to do with the people you need to stay in contact with! Come to this session and we will review the features of Outlook that make this a time management, time saving tool! Who couldn't use some more time? Be on time every time, don't miss those project deadlines! You owe it to yourself to check out this session.

P41 File Management and Using the M: drive. Get the nitty gritty on File Management and the M drive. Short , simple, and to the point. M drive structure - what goes where. File management - how to get the what to the where.

Registration Required Online or Call Help Desk x4357 (option 1)

Register Now For:

Technology Week Jan. 16 - Jan. 19, 2007

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