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## Track T: Technology Week June 2009

### Track Description:

The next Technology Week is scheduled for June 23-25 2009! This is a conference-style event. We will be offering four 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 in the near future. 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.

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### 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.

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Session Date		Start Time	End Time	Location
Tuesday	June 23, 2009	1:00 PM	2:00 PM	3-150 (FIC)
Wednesday	June 24, 2009	2:30 PM	3:30 PM	3-150 (FIC)
Thursday	June 25, 2009	9:30 AM	10:30 AM	3-150 (FIC)

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### P43 Web 2.0 Communication Tools

You've heard the buzz words: social networking, podcasting, wikis, blogs, RSS, tagging, collaboration, virtual worlds, social news, open source, portable apps... the list goes on and on. You've possibly explored some of the tools: Facebook, Twitter, Second Life, Audacity, YouTube, GoogleDocs, Picasa, del.icio.us, and Digg... to name a few. Now let's join together and understand the big picture of Web 2.0 and how society has moved from being content readers to content creators. Participants will also gain access to an online ANGEL course developed to organize the resources into a centralized location.

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Session Date		Start Time	End Time	Location
Tuesday	June 23, 2009	2:30 PM	3:30 PM	11-105
Wednesday	June 24, 2009	2:30 PM	3:30 PM	11-107
Thursday	June 25, 2009	2:30 PM	3:30 PM	5029 (DCC)

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### P21 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.

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Tuesday	June 23, 2009	2:30 PM	3:30 PM	3-150 (FIC)
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Thursday	June 25, 2009	11:00 AM	12:00 PM	3-150 (FIC)

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## **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.

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	<b>Wednesday</b>	<b>June 24, 2009</b>	<b>1:00 PM</b>	<b>2:00 PM</b>

## **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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	<b>Thursday</b>	<b>June 25, 2009</b>	<b>9:30 AM</b>	<b>10:30 AM</b>

## **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.

	<b>Session Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>
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	<b>Thursday</b>	<b>June 25, 2009</b>	<b>1:00 PM</b>	<b>2:00 PM</b>

## **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.

	<b>Session Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>
	<b>Wednesday</b>	<b>June 24, 2009</b>	<b>1:00 PM</b>	<b>2:00 PM</b>

## **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 someone 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"!

	<b>Session Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>
<b>Tuesday</b>	<b>June 23, 2009</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>11-106B</b>
<b>Thursday</b>	<b>June 25, 2009</b>	<b>2:30 PM</b>	<b>3:30 PM</b>	<b>11-106B</b>

## **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.

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<b>Thursday</b>	<b>June 25, 2009</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>11-106B</b>

## **P34 Microsoft Outlook: Calendaring and Scheduling Meetings**

If using Outlook means only doing email, this session is for you! Come and find out about the advantages of electronic calendaring over personal paper organization systems. An Outlook Calendar is easy to set up, easy to maintain as changes arise in your daily schedule and an important tool in collaborating with your colleagues on projects. You can easily get your group together at an available time with the schedule meeting feature.

	<b>Session Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>
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## **P33 Access 2007 Overview**

Microsoft Access is a relational database information management system and an important component of Microsoft Office. 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.

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<b>Tuesday</b>	<b>June 23, 2009</b>	<b>9:30 AM</b>	<b>10:30 AM</b>	<b>11-111</b>
<b>Tuesday</b>	<b>June 23, 2009</b>	<b>1:00 PM</b>	<b>2:00 PM</b>	<b>11-111</b>
<b>Wednesday</b>	<b>June 24, 2009</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>11-111</b>
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<b>Thursday</b>	<b>June 25, 2009</b>	<b>9:30 AM</b>	<b>10:30 AM</b>	<b>11-111</b>
<b>Thursday</b>	<b>June 25, 2009</b>	<b>1:00 PM</b>	<b>2:00 PM</b>	<b>11-111</b>

## 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
Wednesday	June 24, 2009	1:00 PM	2:00 PM	3-150 (FIC)

## 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
Tuesday	June 23, 2009	11:00 AM	12:00 PM	2-423 (Library)
Wednesday	June 24, 2009	1:00 PM	2:00 PM	2-423 (Library)

## 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.

Session Date		Start Time	End Time	Location
Wednesday	June 24, 2009	2:30 PM	3:30 PM	2-423 (Library)

## 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
Tuesday	June 23, 2009	9:30 AM	10:30 AM	2-423 (Library)
Tuesday	June 23, 2009	1:00 PM	2:00 PM	2-423 (Library)

## M7 Citation Generators

Come to this session to learn more about free or inexpensive web-based tools that can help ease the often cumbersome process of citing sources and formatting bibliographies. Advantages and disadvantages of these resources will be discussed.

Session Date		Start Time	End Time	Location
Wednesday	June 24, 2009	11:00 AM	12:00 PM	2-423 (Library)

## M8 Googlize Yourself

Have you ever wondered what the hype around Google is all about? Just don't have the time or the patience to explore Google's offering of more than 50 different applications? Come and learn what Google has to offer! We will cover the main "discovery" page; take a look at Picassa (photo), News, Calendar, Google Docs, Google Scholar, igoogle and give you time to explore.

Session Date		Start Time	End Time	Location
Wednesday	June 24, 2009	9:30 AM	10:30 AM	2-423 (Library)
Thursday	June 25, 2009	11:00 AM	12:00 PM	DCC Library Instruction Room (inside Library)

## M9 Making Durable Links to Articles in Library Databases from Angel

This session will teach participants how to create persistent links from the ANGEL Course Management System (CMS) to full-text articles available in MCC Libraries' magazine, journal and newspaper subscription databases, as well as to online reference sources and e-books. The terms "durable link" or "persistent link" describe a web link that remains stable over time, and ensures that articles from library databases can be accessed by students from both on and off-campus locations.

Session Date		Start Time	End Time	Location
Thursday	June 25, 2009	9:30 AM	10:30 AM	2-423 (Library)

## D3 Microsoft Windows Vista Overview

Come get a sneak peak at Vista – Microsoft's new operating system coming to classroom PCs at MCC in the Fall 2009. 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 this version of Windows. Supplement this session by also taking Session P38 Vista Implementation at MCC.

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Tuesday	June 23, 2009	2:30 PM	3:30 PM	11-111
Wednesday	June 24, 2009	1:00 PM	2:00 PM	11-111
Thursday	June 25, 2009	9:30 AM	10:30 AM	11-213

## P38 Vista Implementation at MCC

Come and hear the latest scoop about implementation of Microsoft Windows Vista on MCC college computers. Where are we with implementing Vista at MCC? Can you request an upgrade to Windows Vista for your PC? Where on campus is Vista installed? How successful have these installations been? What PCs are next to receive the upgrade? Get these questions answered and bring some of your own! Supplement this session by also taking Session D3 Microsoft Windows Vista Overview.

Session Date		Start Time	End Time	Location
Thursday	June 25, 2009	11:00 AM	12:00 PM	11-101

## **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
Thursday	June 25, 2009	2:30 PM	3:30 PM	11-105

## **P40 Cisco VoIP telephone and AVST Voice Mail**

Would you like to know what to do with all those buttons on your phone? Do you need a little refresher about the features you have at your finger tips? Maybe you never received training or need a little more training. Please join me for this one hour session and I will help you master your skills on the Cisco VoIP telephone system and AVST Voice Mail system.

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Thursday	June 25, 2009	9:30 AM	10:30 AM	11-106B
Thursday	June 25, 2009	1:00 PM	2:00 PM	11-106B

## **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
Tuesday	June 23, 2009	9:30 AM	10:30 AM	11-109
Thursday	June 25, 2009	2:30 PM	3:30 PM	11-111

## **P3 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.

Session Date		Start Time	End Time	Location
Tuesday	June 23, 2009	11:00 AM	12:00 PM	11-111

## **P4 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.

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<b>Tuesday</b>	<b>June 23, 2009</b>	<b>1:00 PM</b>	<b>2:00 PM</b>
			<b>11-109</b>

## **P13 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.

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<b>Wednesday</b>	<b>June 24, 2009</b>	<b>9:30 AM</b>	<b>10:30 AM</b>
			<b>11-111</b>

## **P16 Microsoft Word: Inserting Clip Art**

When using Microsoft Office Word have you found it hard 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 these problems and more.

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			<b>11-109</b>
<b>Thursday</b>	<b>June 25, 2009</b>	<b>11:00 AM</b>	<b>12:00 PM</b>
			<b>11-111</b>

## **P17 Microsoft Word: Mail Merge**

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

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			<b>11-109</b>
<b>Thursday</b>	<b>June 25, 2009</b>	<b>1:00 PM</b>	<b>2:00 PM</b>
			<b>11-101</b>

## **P44 Introduction to the Center for Active Learning at DCC**

During Tech week come to DCC room 5270 which is now called the Center for Active Learning. During this session you will see some of the new instructional technology that MCC is exploring to start implementing in classrooms at DCC and the Brighton Campus. You will also get time to play with and explore the new technology. Some of the pieces of equipment that we will discuss are smartboards, Sympodiums, Wireless video projection, document cameras, and using mobile devices with the room.

<b>Session Date</b>		<b>Start Time</b>	<b>End Time</b>	<b>Location</b>
<b>Wednesday</b>	<b>June 24, 2009</b>	<b>9:30 AM</b>	<b>10:30 AM</b>	<b>5270 Center for Active Learning</b>
<b>Wednesday</b>	<b>June 24, 2009</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>5270 (Center for Active Learning)</b>
<b>Wednesday</b>	<b>June 24, 2009</b>	<b>1:00 PM</b>	<b>2:00 PM</b>	<b>5270 Center for Active Learning</b>
<b>Wednesday</b>	<b>June 24, 2009</b>	<b>2:30 PM</b>	<b>3:30 PM</b>	<b>5270 - Center for Active Learning</b>