REGISTER NOW* FOR
Technology Week: June 22-24, 2010

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, June 22, 2010
9:30 AM –10:30 AM
- P40   Cisco VoIP telephone and AVST Voice Mail – 11-106B
- P49   myVPN: Remote Desktop – 12-201
- P16   Microsoft Word: Inserting Clip Art – 11-111
- P45   Adobe Photoshop Basics – 3-150 (FIC)

11:00 AM–12:00 PM
- P28   Microsoft Outlook: Working with To Do Lists and Tasks – 11-106B
- P7   Microsoft PowerPoint – Animating Objects – 11-108
- P17   Microsoft Word: Mail Merge – 11-111
- P48   Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)
- M12   Spotlight on JSTOR – 2-423 (Library)

1:00 PM–2:00 PM
- P40   Cisco VoIP telephone and AVST Voice Mail – 11-106B
- P46   myVPN: The new MCC@Home – 11-109
- P53   myMCC: The New College Community Portal – 12-201
- P36   PowerPoint: Creating PowerPoint Presentations From Scratch – 11-108
- P13   Microsoft Word: Tables – 11-111
- P21   Using CDs, DVDs, and USB Flash Drives for Extra File Storage – 3-150 (FIC)

2:30 PM–3:30 PM
- P50   myVPN: Connecting to the M:Drive – 12-201
- K1   FIC: What is it? – 3-150 (FIC)
- P52   Image Manipulation with Online Tools – 11-111

Wednesday, June 23, 2010
9:30 AM –10:30 AM
- P40   Cisco VoIP telephone and AVST Voice Mail – 11-106B
- P53   myMCC: The New College Community Portal – 12-113
- P51   Microsoft PowerPoint – SmartArt Graphics – 11-108
- P3   Microsoft Excel: Charts – 11-111

11:00 AM–12:00 PM
- P29   Outlook: Archiving and Mailbox Cleanup – 11-106B8
- P2   Microsoft Excel: Formulas & Functions – 11-111
- P45   Adobe Photoshop Basics – 3-150 (FIC)
- P43   Web 2.0 Communication Tools – 11-108
- P54   An Intro to Interactive Whiteboards – 3-119

1:00 PM–2:00 PM
- P40   Cisco VoIP telephone and AVST Voice Mail – 11-106B
- P49   myVPN: Remote Desktop – 12-201
- P7   Microsoft PowerPoint – Animating Objects – 11-108
- P4   Microsoft Excel: Databases – 11-111
- P48   Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)

2:30 PM–3:30 PM
- P53   myMCC: The New College Community Portal – 12-201
- P16   Microsoft Word: Inserting Clip Art – 11-111
- P21   Using CDs, DVDs, and USB Flash Drives for Extra File Storage – 3-150 (FIC)
- P52   Image Manipulation with Online Tools – 11-108
- M9   Creating Durable Links & Using MCC Libraries ANGEL Learning Object Repository (LOR) – 2-423 (Library)
- P39: Going Mobile: Hand Held Devices – 11-109

Thursday, June 24, 2010
9:30 AM –10:30 AM
- P34   Outlook: Calendaring and Scheduling Meetings – 11-106B
- P46   myVPN: The new MCC@Home – 11-108
- P17   Microsoft Word: Mail Merge – 11-111
- K1   FIC: What is it? – 3-150 (FIC)
- M10   Copyright and ANGEL E-Reserves – 2-423 (Library)
- M8   Googlize Yourself – DCC Library classroom - Room 4-069 (inside the library)

11:00 AM–12:00 PM
- P40   Cisco VoIP telephone and AVST Voice Mail – 11-106B
- P50   myVPN: Connecting to the M:Drive – 12-201
- P36   PowerPoint: Creating PowerPoint Presentations From Scratch – 11-108
- P3   Microsoft Excel: Charts – 11-111
- P21   Using CDs, DVDs, and USB Flash Drives for Extra File Storage – 3-150 (FIC)
- M13   Get Creative with Microsoft Word – DCC Library classroom - Room 4-069 (inside the library)

1:00 PM–2:00 PM
- P51   Microsoft PowerPoint – SmartArt Graphics – 11-108
- P29   Outlook: Archiving and Mailbox Cleanup – 11-106B
- P2   Microsoft Excel: Formulas & Functions – 11-111
- P45   Adobe Photoshop Basics – 3-150 (FIC)
- P52   Image Manipulation with Online Tools – 12-201
- P43   Web 2.0 Communication Tools – DCC Room 5008
- M14   Online Databases – DCC Library classroom - Room 4-069 (inside the library)

2:30 PM–3:30 PM
- P40   Cisco VoIP telephone and AVST Voice Mail – 11-106B
- P53   myMCC: The New College Community Portal – 12-201
- P4   Microsoft Excel: Databases – 11-111
- P48   Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)

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

Nugget Descriptions

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.

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.

M9 Creating Durable Links & Using MCC Libraries ANGEL Learning Object Repository (LOR). This session will teach participants how to create persistent links from the ANGEL Learning Management System (LMS) to full-text magazine, journal and newspaper articles, and online reference sources available in MCC Libraries subscription databases. The terms "durable link" or "persistent link" describes 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. Participants will also learn about online learning objects and informational tools available in MCC Libraries ANGEL Learning Object Repository (LOR) as well as how to use them in ANGEL course modules.

M10 Copyright and ANGEL E-Reserves. Come learn about the E-Reserves on your ANGEL page. The ANGEL E-Reserve is the successor to our electronic reserves system that will be phased out by July 12 2010. Participants will learn about copyright, how to obtain copyright permissions, and how to access the E-Reserve on your current ANGEL page. The ANGEL E-Reserve has been created to house your copyrighted books, chapters, and videos that either fall under Fair Use or have received permissions for use. You are required to attend this one hour training session if you wish access to the ANGEL E-Repository.

M12 Spotlight on JSTOR. JSTOR is a digital archive, to which the library subscribes, of over 1,000 scholarly, peer-reviewed journals covering a variety of academic disciplines. This session will introduce you to this valuable scholarly resource.

M13 Get Creative with Microsoft Word. We type every day and it never occurs to us to use more than two or three different fonts. We are not aware what a hidden treasure different digital fonts can be and how easy they can unlock our creativity. Add interest and visual excitement to your documents by experimenting with digital fonts, colors, shadows and sizes.

M14 Online Databases. The MCC Libraries subscribe to a wide array of online databases covering a range of subject matter. Articles, books, graphics, and more are available to you from your desktop saving you valuable time and resources. Learn about the different types of databases available; accessing databases on and off campus; finding the elusive full text article; accessing videos and more. This is a hands on class designed to give you an overview of our databases with time to explore and ask questions.

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.

P4 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.

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.

P13 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.

P16 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.

P17 Word: Mail Merge. Learn how to create personalized form letters, labels, and envelopes with the mail merge feature of Microsoft Word.

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.

P28 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"!

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.

P34 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.

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.

P39 Going Mobile: Hand Held Devices. This will be a presentation on mobile devices, which includes smart phones and tablets, and how to get them to work with MCC systems. The discussion of mobile devices will include present and future devices and specifications on how to identify if your future device purchase will work with MCC systems or not. MCC mobile device policy will be discussed and a brief question and answer session will follow the presentation.

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.

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.

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.

P46 myVPN: The New MCC@Home. Currently MCC is using MCC@Home to safely connect faculty and staff to MCC's networked resources from their home. With new advances in technology, ETS will now offer the new and improved myVPN.monroecc.edu. With this new access method you will be able to safely connect to MCC resources from your Web Browser. Continued access to files on the M: Drive and the ability to remote desktops allow faculty and staff to be productive when they are not on campus.

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 couse, you should have attended the first Photoshop Basics TechnoNugget, or have a working familiarity with Adobe Photoshop.

P49 myVPN: Remote Desktop. With myVPN (the new version of MCC@Home) you have the additional capability to use Windows Remote Desktop. This means you can take control of your MCC PC on campus from an off-campus location. This session will show you how! Come see what it is all about!

P50 myVPN: Connecting to the M: Drive. With myVPN (the new version of MCC@Home) you have the capability to access the M:Drive from a PC at an off-campus location. You can either simply view the files stored on the M: Drive or map the M:Drive on your home computer for full functionality. This session will review the two options and provide details on the mapping feature! Come see what it is all about!

P51 PowerPoint: SmartArt Graphics. SmartArt Graphics incorporates a gallery of templates and predefined shapes to visually communicate information. Simple lists, sequential steps in a process, a cycle, a hierarchy, or a relationship can be turned into attractive graphics that can be quickly inserted into your PowerPoint presentations and configured. Attend this session and learn how to make your presentations more dynamic.

P52 Image Manipulation with Online Tools. What do you do when you have no access to a computer loaded with Photoshop, and you have some images that need cropping, resizing, color or contrast adjustment, and even some special effects? Go to a Web site that allows you to upload images from your own computer, work some magic on them, and then save them back to your computer in a format that is appropriate for use on Web sites, printed flyers, online classes, PowerPoint presentations, etc. This is a hands-on class. Master images of varying types will be provided to work on in class, but feel free to bring images of your own on CD, thumb drive or M drive to work with during the session.

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.

P54 Introduction to Interactive Whiteboards. Do you know what an interactive whiteboard is? If you don't, or do, and want more information on interactive whiteboards this is the session for you. In this session you will learn what an interactive whiteboard is, what it can do, and how you can use it in your classes. This session will be highly partisipatory so get ready to interact!