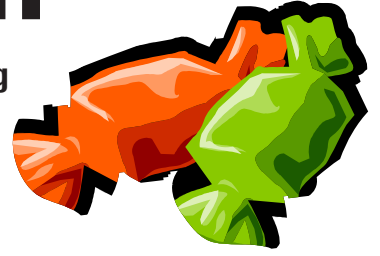


# REGISTER NOW\* FOR Technology Week: Jan. 18-20, 2011

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:

## Tuesday, January 18, 2011

9:30 AM –10:30 AM

- P17 Microsoft Word: Mail Merge – 11-106B
- P58 Scanning Essentials – 3-150 (FIC)
- M9 Creating Durable Links & Using MCC Libraries ANGEL Learning Object Repository (LOR) – 2-423 (Library)
- P29 Outlook: Archiving and Mailbox Cleanup – 12-201

11:00 AM–12:00 PM

- P49 myVPN: Remote Desktop and Mapping the M: Drive – DCC 5124
- M10 Copyright and ANGEL E-Reserve E-Repository – 2-423 (Library)
- P45 Adobe Photoshop Basics – 3-150 (FIC)
- P59 Microsoft Word: Creating Forms – 11-106B
- P7 Microsoft PowerPoint – Animating Objects – 11-108
- P1 Microsoft Access: Annual Faculty Development Report – 12-201

1:00 PM–2:00 PM

- P60 Microsoft Word: Using Templates – 11-106B
- P43 Web 2.0 Communication Tools – TBA
- P55 Microsoft Word: Commenting & Feedback – TBA
- P48 Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)
- P49 myVPN: Remote Desktop and Mapping the M: Drive – 12-201

2:30 PM–3:30 PM

- P53 myMCC: The New College Community Portal – 12-201
- P52 Image Manipulation with Online Tools – 11-106B
- P36 PowerPoint: Creating PowerPoint Presentations From Scratch – 11-108
- P57 Why YOU Should Switch to Windows 7 – TBA

## Wednesday, January 19, 2011

9:30 AM –10:30 AM

- P49 myVPN: Remote Desktop and Mapping the M: Drive – 12-201
- P51 Microsoft PowerPoint – SmartArt Graphics – 11-108
- P4 Microsoft Excel: Database – 11-106B
- M2 Library: Overview of Subscription Databases – 2-423 (Library)
- P57 Why YOU Should Switch to Windows 7 – TBA
- P45 Adobe Photoshop Basics – 3-150 (FIC)

11:00 AM–12:00 PM

- P48 Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)
- P53 myMCC: The New College Community Portal – 12-201
- P2 Microsoft Excel: Formulas & Functions – 11-106B
- P43 Web 2.0 Communication Tools – 11-108
- P56 To Tweet or not to Tweet – TBA

## Wednesday, January 19, 2011 (continued)

1:00 PM–2:00 PM

- P29 Outlook: Archiving and Mailbox Cleanup – 12-201
- P59 Microsoft Word: Creating Forms – 11-106B
- M5 Spotlight on ARTStor – 2-423 (Library)
- M10 Copyright and ANGEL E-Reserve E-Repository – DCC Library 4069
- P36 PowerPoint: Creating PowerPoint Presentations From Scratch – 11-108

2:30 PM–3:30 PM

- P28 Outlook: Working with To Do Lists and Tasks – 12-201
- P39: Going Mobile: Hand Held Devices – 11-108
- P58 Scanning Essentials – 3-150 (FIC)
- P17 Microsoft Word: Mail Merge – 11-106B
- M11 Spotlight on Films on Demand – 2-423 (Library)

## Thursday, January 20, 2011

9:30 AM –10:30 AM

- P60 Microsoft Word: Using Templates – 11-106B
- M2 Library: Overview of Subscription Databases – DCC Library 4069
- P28 Outlook: Working with To Do Lists and Tasks – 12-201
- P49 myVPN: Remote Desktop and Mapping the M: Drive – DCC 5124
- M8 Googlize Yourself – 2-423 (Library)
- P56 To Tweet or not to Tweet – 11-108

11:00 AM–12:00 PM

- M7 Citation Generators – DCC Library 4069
- M11 Spotlight on Films on Demand – 2-423 (Library)
- P4 Microsoft Excel: Database – 11-106B
- P55 Microsoft Word: Commenting & Feedback – 11-108
- P29 Outlook: Archiving and Mailbox Cleanup – 12-201

1:00 PM–2:00 PM

- P7 Microsoft PowerPoint – Animating Objects – 11-108
- P2 Microsoft Excel: Formulas & Functions – 11-106B
- P45 Adobe Photoshop Basics – 3-150 (FIC)
- P53 myMCC: The New College Community Portal – 12-201

2:30 PM–3:30 PM

- P48 Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)
- P49 myVPN: Remote Desktop and Mapping the M: Drive – 12-201
- P51 Microsoft PowerPoint – SmartArt Graphics – 11-108
- P52 Image Manipulation with Online Tools – 11-106B

*\*Registration Required Online at  
[www.monroecc.edu/go/techweek](http://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 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.

**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. We will also introduce you to formatting and style guides that address recent changes made to the APA and MLA formats.

**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 Picasa (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-Reserve E-Repository.** Come learn about the E-Repository on your ANGEL page. The E-Reserve E-Repository is the successor to our electronic reserves system that will be phased out by Fall 2010. In this session, you will learn about copyright, how to obtain copyright permissions, and how to access the E-Repository on your current ANGEL page. The E-Repository 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 training session if you wish access to the ANGEL E-Repository.

**M11 Spotlight on Films on Demand.** Come to this session to learn more about Films on Demand, a library database that serves as a state-of-the-art streaming video platform that makes it easier than ever to incorporate educational programs into your courses. Subjects covered include: Humanities & Social Science, Business & Economics, Science & Mathematics, Health & Medicine, Technical Education, Family & Consumer Sciences, Careers & Job Search, Guidance & Counseling.

**P1 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!

**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.

**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.

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

**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 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"!

**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.

**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.

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

**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.

**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.

**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!

**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.

**P55 Word: Commenting & Feedback.** This session will highlight the Review Tab in Word 2007 and examine its functionality with regard to grading student work and providing comments and feedback. In addition, we will look briefly at how this function can help you grade student submissions in ANGEL more efficiently.

**P56 To Tweet or not to Tweet.** What can you do with 140 characters? Learn about the Twitter platform and how it can transform the way you communicate. This versatile application has professional and personal implications. Explore enhanced Twitter applications, such as Twitpic, Hootsuite and more.

**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.

**P58 Word: Scanning Essentials.** Come to the FIC and learn the basics of scanning. We have scanners there that can scan documents, pictures, and even slides. Learn how to scan, and then what to do with those images once they are scanned. Bring something to scan in.

**P59 Word: Creating Forms.** Many offices on campus have a form or two that students or employees need to fill out when requesting a service. The form provides areas to fill in requested information electronically. MS Word has a feature to create 'Forms'. Once the form is created it is locked so changes to the form cannot be made other than in the fields for the requested information. A good knowledge of Word Tables is helpful.

**P60 Word: Using Templates.** Learn to utilize Microsoft Word's gallery of predesigned templates/documents. Learn to modify these templates with your own personal information; or create your own personalized templates.

