REGISTER NOW* for
DCC Technology Day: Jan. 14, 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:

Friday, January 14, 2011

9:30 AM –10:30 AM
- P62   SMARTBoard Strategies – Room 5140
- P2   Excel: Formulas & Functions – Room 5007
- P29   Outlook: Archiving and Mailbox Cleanup – Room 5030
- P43   Web 2.0 Communication Tools – Room 5124
- P64   PowerPoint: Embedding Audio and Video Files – Room 5006

11:00 AM–12:00 PM
- P57   Why YOU Should Switch to Windows 7 – Room 5140
- P65   PowerPoint: SmartArt Graphics, Charts, and Images – Room 5006
- M12   Spotlight on JSTOR – Library Instruction Room
- P4   Excel: Database – Room 5007
- P28   Outlook: Working with To Do Lists and Tasks – Room 5030
- P66   ANGEL for Teaching and Student Learning Orientation – Room 5124

1:00 PM–2:00 PM
- P62   SMARTBoard Strategies – Room 5140
- P3   Excel: Charts – Room 5007
- P55   Word: Commenting & Feedback – Room 5030

2:30 PM–3:30 PM
- P49   myVPN: Remote Desktop and Mapping the M: Drive – Room 5140
- P64   PowerPoint: Embedding Audio and Video Files – Room 5030
- P61   Introduction to Microsoft Publisher – Room 5007

*Registration Required Online at www.monroecc.edu/go/techweek or call the Help Desk x4357 (option 1)

Nugget Descriptions

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.

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.

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.

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.

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!

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.

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.

P61 Introduction to Microsoft Publisher. This course is specifically designed to train you in the essentials of Microsoft Publisher. There are six basic building blocks that will unlock the mystery behind Publisher. Even if you have used Publisher before, you will walk away with a new perspective.

P62 SMARTBoard Strategies. For beginners and intermediates. This class demonstrates strategies that can immediately be implemented in the classroom. Drawing from eight years of classroom SMARTBoard experience, I can help you become more efficient and effective.

P64 PowerPoint: Embedding Audio and Video Files. Do you have a video or audio clip you would like to embed into your presentation? Have you tried to do this only to find that it does not open or play the clip? Learn how you can embed video and audio clips into your PowerPoint presentation from your own files or from the web.

P65 PowerPoint: SmartArt Graphics, Charts, and Images. PowerPoint 2007 includes a plethora of predefined graphics and shapes in the SmartArt gallery to visually represent information on your presentation slides. The chart tool groups data in a visually appealing and easy to understand way. The image tools are robust and allow you to enhance the images you insert into your presentation. Learn how to give your PowerPoint presentations some pizzazz!

P66 ANGEL for Teaching and Student Learning Orientation. This session is an orientation to ANGEL - MCC's online course management system for web-enhanced, hybrid, and fully online courses. Learn what ANGEL is all about and the value of posting documents online, interacting with your students outside of the classroom, and using the ANGEL gradebook. Participants will have the option of joining our ANGEL Faculty Training Program after the workshop.