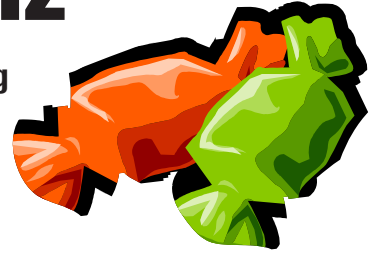


# REGISTER NOW\* FOR Technology Week: June 12-14, 2012



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 12, 2012 – at the DAMON CITY CAMPUS

9:30 AM –10:30 AM

- P34 Outlook 2010: Calendaring and Scheduling Meetings – 5030
- P91 Get the jump on your colleagues – Get your new Cisco voice activated mailbox! – 5270
- P74 Microsoft OneNote – 5008
- P87 GOOGLING WELL – DCC Library 4069

11:00 AM–12:00 PM

- P55 Word 2010: Commenting and Feedback – 5007
- P29 Outlook 2010: Archiving and Mailbox Cleanup – 5030
- P88 Ad Astra Event Requests – 5006
- P68 Excel 2010 Overview – 5008

1:00 PM–2:00 PM

- P54 Introduction to Interactive Whiteboards and Document Cameras – 4157
- P8 PowerPoint 2010: Action Buttons and Hyperlinks (Jeopardy Game) – 5007
- P28 Outlook 2010: Working with To Do Lists and Tasks – 5030
- P45 Adobe Photoshop Basics – FIC 4088

2:30 PM–3:30 PM

- P48 Adobe Photoshop Basics 2: Getting Creative – FIC 4088
- P7 PowerPoint 2010: Animating Objects – 5007
- P35 Outlook 2010: Get Organized with Voting Buttons and Color Categories – 5030

## Wednesday, June 13, 2012 – at the BRIGHTON CAMPUS

9:30 AM –10:30 AM

- M15 Spotlight on Library Research Guides – Library 2-423
- D1 Windows File Management and M: Drive Review – 11-111
- P8 PowerPoint 2010: Action Buttons and Hyperlinks (Jeopardy Game) – 11-108
- P34 Outlook 2010: Calendaring and Scheduling Meetings – Library 2-315
- O1 Basic Classroom Technology – 19-104

11:00 AM–12:00 PM

- P88 Ad Astra Event Requests – 11-101
- P89 Easy App Creation for Android – Library 2-423
- P56 Twitter 101 – 11-108
- P29 Outlook 2010: Archiving and Mailbox Cleanup – Library 2-315

1:00 PM–2:00 PM

- P87 GOOGLING WELL – Library 2-423
- P45 Adobe Photoshop Basics – FIC 3-150
- P61 Introduction to Microsoft Publisher – 11-101
- P7 PowerPoint 2010: Animating Objects – 11-108
- P28 Outlook 2010: Working with To Do Lists and Tasks – Library 2-315

2:30 PM–3:30 PM

- P74 Microsoft OneNote – 11-101
- P35 Outlook 2010: Get Organized with Voting Buttons and Color Categories – Library 2-315
- P91 Get the jump on your colleagues – Get your new Cisco voice activated mailbox! – 9-233
- P48 Adobe Photoshop Basics 2: Getting Creative – FIC 3-150

## Thursday, June 14, 2012 – at the BRIGHTON CAMPUS

9:30 AM –10:30 AM

- P45 Adobe Photoshop Basics – FIC 3-150
- P54 Introduction to Interactive Whiteboards and Document Cameras – 19-104
- P91 Get the jump on your colleagues – Get your new Cisco voice activated mailbox! – 9-239
- P28 Outlook 2010: Working with To Do Lists and Tasks – Library 2-315
- P67 Word 2010: Q&A (How do I ...?) – 11-108

11:00 AM–12:00 PM

- P90 Easy App Creation for Apple iOS – Library 2-423
- P70 PowerPoint 2010: Q&A (How do I ...?) – 11-108
- P35 Outlook 2010: Get Organized with Voting Buttons and Color Categories – Library 2-315
- P88 Ad Astra Event Requests – 11-101
- D1 Windows File Management and M: Drive Review – 11-111

1:00 PM–2:00 PM

- P34 Outlook 2010: Calendaring and Scheduling Meetings – Library 2-315
- P48 Adobe Photoshop Basics 2: Getting Creative – FIC 3-150
- P68 Excel 2010 Overview – 11-108

2:30 PM–3:30 PM

- P55 Word 2010: Commenting and Feedback – 11-108
- P29 Outlook 2010: Archiving and Mailbox Cleanup – Library 2-315
- K2 Scanning Essentials – FIC 3-150

*\*Registration Required by emailing [Help@monroecc.edu](mailto:Help@monroecc.edu) or [mgibson@monroecc.edu](mailto:mgibson@monroecc.edu). You may also register by calling the ETS Technical Support Line 292-TECH (8324), Option 3 – Then Option 1. Be sure to include session number, session name and date and time you wish to attend.*

*Session descriptions on pages 2 and 3 ►►*

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## Nugget Descriptions

**D1 Windows File Management and M: Drive Review.** Of course I saved it.. You mean I have to know where?! Use Microsoft Windows and take control of your work. Save it where you want it. Share it if you like! Use the M drive to save your work. Save yourself, time, energy, frustration and computer space. Even better share information with your students. Stop printing and carrying all those handouts. Share them with students. Let them print them and lug them around campus.

**K2 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.

**M15 Spotlight on Library Research Guides.** Discover online research assistance, subject guides and resources your MCC librarians have compiled for students and staff in our LibGuides. Citation style guides, web evaluation, Google tips, database guides, choosing and defining topics and over fifty more are available for your use.

**01 Basic Classroom Technology.** This Course will introduce users to the basic equipment found in each of the campus' technology-enhanced classrooms. Upon successful completion of this training, users will be familiar with and able to successfully operate the Extron Room Control Device (where available), the PC, the Document Camera, the DVD/VHS unit, and Data Projector.

**P7 PowerPoint 2010: Animating Objects.** Learn how to animate elements on a PowerPoint slide to emphasize important points, control the flow of information, and add interest to your presentation. Special visual effects will be demonstrated.

**P8 PowerPoint 2010: Action Buttons and Hyperlinks (Jeopardy Game).** Create a Jeopardy game template to learn how to use action buttons and hyperlinks in PowerPoint. This tool can be an excellent resource to review and/or learn new content. Bring sample questions and answers from your course to use as we build a template together.

**P28 Outlook 2010: 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 2010: Archiving and Mailbox Cleanup.** This session will show you how to use the Outlook 2010 Mailbox Cleanup Tools to effectively monitor your free space and reduce your Mailbox size. We will also review Outlook 2010 Archiving. This session can also be followed up by an appointment with the instructor in your office (at a mutually convenient time) to implement the features within your Outlook Mailbox.

**P34 Outlook 2010: Calendaring and Scheduling Meetings.** Outlook is way more than e-mail! It is an organizational tool! Come and find out about the advantages of Outlook 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 or working on committees. You can easily get your group together at an available time with the schedule meeting feature.

**P35 Outlook 2010: 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.

**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.

**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 participatory so get ready to interact!

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**P55 Word 2010: Commenting and Feedback.** Using the Review Tab in Word 2010, we will examine efficient ways to comment and provide feedback on student work. Changes to student documents can be tracked, and a side-by-side view allows for quick and easy comparison of drafts.

**P56 Twitter 101.** Twitter is a social networking platform that allows you to participate in global discussions, follow trending topics in your field, learn about conferences and events, follow influential people, and connect with people in your discipline or in other areas of interest. This versatile application has both personal and professional implications. Come learn how Twitter can get you connected!

**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.

**P67 Word 2010 Overview.** The new Microsoft Office Word 2010 helps you easily organize and write your documents more efficiently. In addition, you can save documents online and access, edit and share them from almost any Web browser. The enhanced Word 2010 helps you refine your documents and presentations by applying various integrated formatting effects, visual diagrams, and picture-editing tools to help you coordinate all your content.

**P68 Excel 2010 Overview.** Come and see the new features of Microsoft Excel 2010. There is a new look and feel, to make your work more efficient.

**P70 PowerPoint 2010: PowerPoint 2010 Q&A (How do I...?).** Come and see the new features of Microsoft PowerPoint 2010. There is a new look and feel, to make your work more efficient.

**P74 Microsoft OneNote.** Microsoft OneNote is a great piece of software designed to keep track of all facets of your work life. The inherent organizational hierarchy provides a logical scaffolding for tracking committee meeting notes, projects, individual assignments and just about everything else you would need to manage. Sick of having hundreds of different files cluttering your desktop (meeting agendas, notes, emails, photos, etc.)? OneNote will organize all that, too. It meshes with Outlook and provides the ultimate organizational and management tools.

**P87 GOOGLING WELL.** We all love Googling, but Googling is more than just a simple search in Google.com, it is the art of the Google search. An enormous amount of information is now available to users and it is not a surprise that many people just don't understand how to best find the information they seek

through Google. This session will teach you Googling well. You'll learn some helpful search tricks and shortcuts and how to identify the best and most reliable sources.

**P88 Ad Astra Event Requests.** This session will briefly review the event request process and how to submit a request for both campuses. In addition, we will review the calendar features. This session is applicable to all faculty and staff.

**P89 Easy App Creation for Android.** This session offers an introduction to App creation for the Android operating system. Using an open source online tool provided by the MIT Center for Mobile Learning you will learn how to create Apps with just a point and click; no previous programming experience is required. Use this knowledge to create course information for students that can be accessed on the go, or create Apps for your own personal use. Customizing your own Apps is made simple with these tools and the ability to add buttons, images, text, video, sound, and social links is quick and efficient. Creating an App is easy, and this session will fill you in on what you need to know to start making your own Apps today!

**P90 Easy App Creation for Apple iOS.** This session offers an introduction to App creation for the Apple iOS operating system. Using the browser-based platform AppMakr you will learn how to create Apps with just a point and a click; no previous programming experience is required. Use this knowledge to create handy course information packets for students that can be accessed on the go, or just create Apps for your own personal use! This open source software will allow you to choose app icon's and splash screens, customize tabs, link to pre-existing photo albums, add a RSS feed reader, and add your own html/PhoneGap tab. Creating an App is easy, and this session will fill you in on what you need to know to start making your own Apps today!

**P91 Get the jump on your colleagues – Get your new Cisco voice activated mailbox!** The rollout is starting, but by the end of this training session, you will be one of the first to have your new Cisco voice activated mailbox. Have you ever wanted to slow down a message from a fast-talker, or maybe speed up one of those "life story" type of messages? Well, now you can! This is just one of many amazing features packed into the new Cisco Unity Connection messaging system. A few of the topics that will be covered are Voice commands; Advanced mid message options (Faster! No, Slower!); Additional post message options; Online Self Service User Interface / Management Portal (Web Inbox; Pin Changes/Resets; Greeting Management) Disclaimer – The new voicemail system does not respond to expletives – someone has already tried... Also during this course, we will cover any telephone related questions that you may have using real life examples. Time permitting; we can cover some of the neat "Less known" features hidden in the phone system!