

"Just In Time" Training Program

Track T: Technology Week 2008

Make it one of your 2008 New Year's resolutions to brush up on your technology skills. We can help you with Technology Week 2008 being offered January 14 - 17, 2008! This is a conference-style event. We will be offering three sessions each day with a variety of topics to choose from during each session. Registration is REQUIRED for this event, so register before you leave for the Holiday Break. Each session is one-hour in length and is designed to teach you a specific skill in a hands-on format.

If you have questions regarding Technology Week or would like to register for a session via telephone, please call the Help Desk (extension 4357 – Option 1). To register online, go to www.monroecc.edu, Select A-Z index, T, Technology Training Catalog, Scroll to Track T. Click the session number to view the list of dates and register from there.

P30 Second Life: Using Virtual Worlds to Enhance Instruction

Second Life is an exciting new "world" that can be used as an extension of the classroom. This session will teach you about Second Life and how other educators are using it in their classrooms. You will get to create an avatar, learn the basics of navigation and visit MCC's Island. This course will prepare you to begin your exploration of this exciting new world and help you connect with groups of your peers.

After this session you will be able to:

- ~ Create an avatar in Second Life
- ~ Download Second Life software
- ~ Explore Second Life
- ~ Join Groups
- ~ Travel to the MCC Island

Apply your skills:

- ~ Explore the potential of virtual worlds in education

	Session Dat	Start Time	End Time	Location
	Monday	January 14, 2008	11:00 AM 12:00 PM	11-104
	Thursday	January 17, 2008	1:00 PM 2:00 PM	11-104

P1 Microsoft 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!

After this session you will be able to:

- ~ Use an existing Access database template to create your activity report
- ~ Enter records to an Access data table
- ~ Use an Access Form to enter data
- ~ Print reports from the information you have entered

Apply your skills:

- ~ An Annual Faculty Activity Report

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	Monday	January 14, 2008	9:30 AM 10:30 AM	11-106B
	Wednesday	January 16, 2008	1:00 PM 2:00 PM	11-106B

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P20 M Drive Review

The M Drive is an MCC network storage location for your important computer files. We will review the structure of the M drive and how it can be used to share information with students or your colleagues and how you can take advantage of the extra storage space for your important computer files.

After this session you will be able to:

- ~ Conceptualize M drive vs. C drive (local vs. remote)
- ~ Locate your user folder on the M drive
- ~ Determine the size of your user folder and its contents
- ~ Create / Rename / Delete - Folders and sub folders
- ~ Create / Rename / Delete - File(s)
- ~ Cut / Copy / Paste / Move - File(s), Folders, Sub Folders

Apply your skills:

An organized filing system in your User Folder on the M drive

Apply the skills taught on the M drive to your C drive

	Session Dat	Start Time	End Time	Location
	Monday	January 14, 2008	2:30 PM 3:30 PM	3-150 FIC
	Wednesday	January 16, 2008	9:30 AM 10:30 AM	3-150 FIC
	Thursday	January 17, 2008	11:00 AM 12:00 PM	11-104

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.

After this session you will be able to:

- ~ Explain the differences between the writeable CD formats
- ~ Duplicate a CD
- ~ Create custom data and audio CDs
- ~ Use a CD like you would a floppy disk
- ~ Burn CDs that work on both Macs and PCs
- ~ Troubleshoot when things don't work quite right
- ~ Know who to ask to mass produce CDs for your students and peers
- ~ Explain the copyright issues involved with data and audio

Apply your skills:

- ~ Computer Data CDs
- ~ Audio CDs
- ~ Backup CDs of Data
- ~ Troubleshooting

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	Monday	January 14, 2008	9:30 AM 10:30 AM	3-150 FIC
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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.

After this session you will be able to:

- ~ Identify items that can be placed on E-Reserves
- ~ Submit materials to be placed in E-Reserves
- ~ Show your students how to access their E-Reserves folder

Apply your skills:

- ~ Reserves and E-Reserves

Session Dat		Start Time	End Time	Location
Monday	January 14, 2008	1:00 PM	2:00 PM	2-443 Library
Tuesday	January 15, 2008	2:30 PM	3:30 PM	2-443 Library
Wednesday	January 16, 2008	11:00 AM	12:00 PM	2-443 Library
Thursday	January 17, 2008	9:30 AM	10:30 AM	2-443 Library

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.

After this session you will be able to:

- ~ Learn the six basic rules for using formulas
- ~ How to create a formula
- ~ How to access the many functions excel has to offer

Apply your skills:

- ~ Calculate student grades
- ~ Set up a budget
- ~ Total a column or row of numbers

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Tuesday	January 15, 2008	9:30 AM	10:30 AM	11-109
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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.

After this session you will be able to:

- ~ Create a column chart
- ~ Create a bar chart
- ~ Create a pie chart
- ~ How to resize and move the chart
- ~ Format the chart with added features

Apply your skills:

- ~ Visual display of data

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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.

After this session you will be able to:

- ~ Work with a database formatted spreadsheet
- ~ Freeze panes, split the spreadsheet, and hide columns
- ~ Sort the data
- ~ Filter the data for similar characteristics
- ~ Link data between worksheets

Apply your skills:

- ~ Student grades
- ~ Student status reports
- ~ Post grades without confidential information

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Tuesday	January 15, 2008	11:00 AM	12:00 PM	11-109
Thursday	January 17, 2008	1:00 PM	2:00 PM	11-109

R2 Microsoft Office 2007 Overview - Excel

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

After this session you will be able to:

- ~ Know about the new look and features
- ~ Go to the Microsoft Website to see the new features before the software is on your PC
- ~ Learn how to share files for others still using the older version software.
- ~ Get a Quick Reference Card with the new features

Apply your skills:

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Wednesday	January 16, 2008	2:30 PM	3:30 PM	11-106B

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P10 Microsoft PowerPoint: Creating Templates

Are you tired of seeing the same old PowerPoint backgrounds over and over again? Have you had it with "Dad's Tie?" Would you like to be able to use a background design that specifically represents you, your lesson, your department or the College in general? Come see how easy it is to custom design your very own PowerPoint template. For this session, please contact Ellen Gozik, ETS Instructional Technologies, Extension 2553

After this session you will be able to:

- Work in the Master View to create a template
- Add a background (a solid color, a gradation, a texture, or an image)
- Make font choices (type, size, weight, color)
- Add design elements (shapes, clip art, WordArt)
- Save the file as a template (.pot)
- Apply the template to a PowerPoint presentation

Apply your skills:

An original custom designed PowerPoint template

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Monday	January 14, 2008	11:00 AM	12:00 PM	11-111
Tuesday	January 15, 2008	1:00 PM	2:00 PM	11-111
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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. For this session, please contact Ellen Gozik, ETS Instructional Technologies, Extension 2553

After this session you will be able to:

- Add various elements to a sample slide (title, text, clip art, photos, shapes)
- Work in the Custom Animation pane
- Animate each element by controlling the various effects options (entrance/exit, timing, speed, order)
- Play the animated slide

Apply your skills:

An animated PowerPoint slide

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R4 Microsoft Office 2007 Overview - PowerPoint

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

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P11 Microsoft PowerPoint: Design Element Fun Stuff

Would you like to learn how to use WordArt and manipulate the results? 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? How to find more PPT templates? Come see how much fun PowerPoint can be!

After this session you will be able to:

Apply your skills:

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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.

After this session you will be able to:

- ~ Create a table
- ~ Print the lines of the table or not
- ~ Have the headers of the table repeat at the top of the next page automatically
- ~ How to add more rows or columns to the table
- ~ How to change the width of a column
- ~ How to format the table with borders and shading
- ~ How to convert text into a table that was typed using tabs.

Apply your skills:

- ~ Directory listings
- ~ Information listings
- ~ Inventory listings

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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.

After this session you will be able to:

- ~ Insert clip art into your document
- ~ Resize and move the clip art with ease
- ~ Insert objects like rectangles, ovals and lines without the drawing canvas
- ~ Insert a MCC logo
- ~ Use washout to create stationary like images
- ~ How to wrap text around your clip art
- ~ How to create page borders

Apply your skills:

- ~ Interesting documents
- ~ Stationary documents
- ~ MCC Logo documents

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Monday	January 14, 2008	9:30 AM	10:30 AM	11-109
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P17 Microsoft Word: Mail Merge

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

After this session you will be able to:

- ~ How to mail merge to produce standard letters
- ~ How to merge using a Microsoft Excel spreadsheet
- ~ How to merge using a class list of student names

Apply your skills:

- ~ Standard letters
- ~ Grade reports to students

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R1 Microsoft Office 2007 Overview - Word

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P25 Microsoft Outlook: E-mail Voting Buttons

You are organizing a lunch or soliciting an opinion on a topic? How do you effectively summarize the results? What is the most efficient way to accomplish this? With Microsoft Outlook of course! Use of this e-mail option can do the trick! Come and find out how.

After this session you will be able to:

- ~ Create Voting Buttons in your e-mail message
- ~ Track responses
- ~ Efficiently organize a group of people

Apply your skills:

- ~ organize a lunch
- ~ solicit an opinion
- ~ efficiently track responses

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Monday	January 14, 2008	11:00 AM 12:00 PM	11-106B
Wednesday	January 16, 2008	9:30 AM 10:30 AM	11-106B
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P26 Microsoft Outlook: Working with Color Categories

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.

After this session you will be able to:

- ~ Work with the Master Category List
- ~ Create New Categories and Assign Them to Outlook Items
- ~ View Outlook Items based Upon Categories
- ~ Find Outlook Items based Upon Categories

Apply your skills:

- ~ More efficiently locate Outlook Information within your account.

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P27 Microsoft Outlook: Schedule A Meeting

Are you tired of playing phone tag when you are trying to set a meeting date and time with a group of your colleagues? Do you then find it difficult to distribute information to be discussed at the meeting to all the people in the group? Are you sick of carrying tons of paper copies to each meeting? Getting that group together and prepared for your meeting can be "push button simple"! Come and see how Outlook can save you time and perhaps a forest or two!

After this session you will be able to:

- ~ Use Outlook to schedule a meeting
- ~ Use Group Calendaring
- ~ Distribute information with your meeting notice
- ~ Send Updates after the meeting is scheduled

Apply your skills:

- ~ an electronic meeting notice
- ~ Effectively manage the meeting until it happens

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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"!

After this session you will be able to:

- ~ Create an Outlook Task
- ~ Assign Tasks to Others
- ~ Receive an Assignment Electronically from someone
- ~ Complete Tasks as you finish them
- ~ Efficiently track project due dates
- ~ Send updates on uncompleted tasks

Apply your skills:

- ~ an electronic "to do" list
- ~ efficiently monitor tasks
- ~ assign tasks to others

Session Dat	Start Time	End Time	Location
Tuesday	January 15, 2008	11:00 AM 12:00 PM	11-106B

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.

After this session you will be able to:

- ~ Understand how the Archive feature works
- ~ Understand the Mailbox Cleanup Tool
- ~ Maintain free quota space

Apply your skills:

- ~ Archive Outlook Information

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R3 Microsoft Office 2007 Overview - Outlook

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