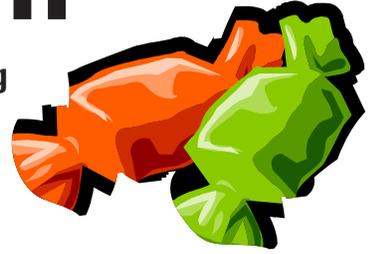# REGISTER NOW* FOR
Technology Week: June 21-23, 2011

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, June 21, 2011
9:30 AM –10:30 AM
- P29   Microsoft Outlook: Archiving and Mailbox cleanup – 11-111
- P8   PowerPoint Action Buttons/Hyperlink/Jeopardy Game – 11-101
- P3   MS Excel: Charts – 11-106B
- P54   Introduction to Interactive Whiteboards – 9-243

11:00 AM–12:00 PM
- P49   myVPN: Remote Desktop and Mapping the M: Drive – 11-111
- P7   PowerPoint Animating Objects – 11-101
- P4   MS Excel: Database – 11-106B
- P57   Why YOU Should Switch to Windows 7 – 9-243

1:00 PM–2:00 PM
- P53   myMCC: The New College Community Portal – 11-111
- P36   PowerPoint From Scratch – 11-109
- P2   MS Excel: Formulas & Functions – 11-106B
- P45   Adobe Photoshop Basics – 3-150 (FIC)
- P72   Building Personal and Professional Networks through Social Media – 11-101
- P55   Word Commenting and Feedback – 11-104

2:30 PM–3:30 PM
- P28   Outlook: Working with To Do Lists and Tasks – 11-111
- P40   Cisco VoIP Telephone Training – 9-239
- P61   Introduction to Microsoft Publisher – 11-104
- P49   myVPN: Remote Desktop and Mapping the M: Drive – 11-109
- P48   Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)
- P73   Blogging and Micro-Blogging to Network, Share and Collaborate – 11-101
- P67   Microsoft Word 2010 Overview – 11-102

Wednesday, June 22, 2011
9:30 AM –10:30 AM
- P69   Outlook 2010 Overview – 11-101
- P16   MS Word: Inserting Clip Art – 11-106B
- M10 Copyright and ANGEL E-Reserves E-Repository – 2-423 (Library)
- P58   Scanning Essentials – 3-150 (FIC)

11:00 AM–12:00 PM
- P17   MS Word: Mail Merge – 11-106B
- M11 Spotlight on Films on Demand – 2-423 (Library)
- P54   Introduction to Interactive Whiteboards – 9-243
- P36   PowerPoint From Scratch – 11-108
- K1   FIC Overview – 3-150 (FIC)

Wednesday, June 22, 2011 *(continued)*
1:00 PM–2:00 PM
- P71   Access 2010 Overview – 11-111
- P40   Cisco VoIP Telephone Training – 9-239
- P57   Why YOU Should Switch to Windows 7 – 9-243
- P68 - Microsoft Excel 2010 Overview – 11-108

2:30 PM–3:30 PM
- P29   Microsoft Outlook: Archiving and Mailbox cleanup – 11-111
- P13   MS Word: Tables & Columns – 11-106B
- M9   Creating Durable Links & Using MCC Libraries ANGEL Learning Object Repository (LOR) – 2-423 (Library)
- P70   PowerPoint 2010 Overview – 11-102
- P39   Going Mobile: Hand Held Devices – 9-243
- P74   Microsoft OneNote – 11-109

Thursday, June 23, 2011
9:30 AM –10:30 AM
- P49   myVPN: Remote Desktop and Mapping the M: Drive – 11-101
- P24   MS Outlook: Folders & Distribution Lists – 11-106B
- M2   Overview of Library Subscription Databases – 2-423 (Library)
- P20   M Drive / File Maintenance – 3-150 (FIC)

11:00 AM–12:00 PM
- P53   myMCC: The New College Community Portal – 11-111
- P8   PowerPoint Action Buttons/Hyperlink/Jeopardy Game – 11-101
- P40   Cisco VoIP Telephone Training – 9-239
- P74   Microsoft OneNote – 9-243
- P70   PowerPoint 2010 Overview – 11-108
- P45   Adobe Photoshop Basics – 3-150 (FIC)
- P59   Word Creating Forms – 11-106B

1:00 PM–2:00 PM
- P28   Outlook: Working with To Do Lists and Tasks – 11-111
- P7   PowerPoint Animating Objects – 11-109
- P40   Cisco VoIP Telephone Training – 9-239
- P61   Introduction to Microsoft Publisher – 11-104
- P48   Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)
- P67   Microsoft Word 2010 Overview – 11-108

2:30 PM–3:30 PM
- P69   Outlook 2010 Overview – 11-111
- P58   Scanning Essentials – 3-150 (FIC)
- P54   Introduction to Interactive Whiteboards – 9-243
- P49   myVPN: Remote Desktop and Mapping the M: Drive – 11-102
- P68 - Microsoft Excel 2010 Overview – 11-104

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

Nugget Descriptions

K1 Faculty Innovation Center (FIC) Overview. The "FIC" Faculty Innovation Center (Brighton Campus) is a not a secret society for tech-savvy faculty. What is it? Where is it? Why should you care? 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.

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.

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.

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.

P8 PowerPoint: Action Button/Hyperlink Jeopardy Game. Learn how to use action buttons and hyperlinks to create a PowerPoint Jeopardy game! The Jeopardy PowerPoint can be an excellent tool to use in the classroom to review and/or learn new content. Come prepared with questions and answers in your discipline to begin creating a game.

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.

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.

P24 Outlook: Folders & Distribution Lists. Learn to organize your Outlook mail into folders. Just like you would do with paper documents in a filing cabinet. Folders hold related e-mail messages in one place, for easier access when needed at a later time.

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.

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 Training. Learn to make your telephone an "information center" in this training session! Many features of your telephone system will be covered to help you to optimize business communications including quick tips on cool features such as Conference, Join, Auto Call Back, Park, and more!   Plus, be the first to hear about future telephone features and applications in a live demonstration!

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!

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 participatory so get ready to interact!

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.

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.

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 Microsoft Office 2010 Overview - Word. Come and see the new features of Microsoft Office 2010. There is a new look and feel, to make your work more efficient.

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

P69 Microsoft Office 2010 Overview - Outlook. Come and see the new features of Microsoft Office 2010. There is a new look and feel, to make your work more efficient.

P70 Microsoft Office 2010 Overview - PowerPoint. Come and see the new features of Microsoft Office 2010. There is a new look and feel, to make your work more efficient.

P71 Microsoft Office 2010 Overview - Access. Microsoft Access is a relational database information management system and an important component of Microsoft Office. Any paper filing cabinet you maintain is a database waiting to happen! Come to this session and learn about the advantages and efficiency of a database, the thought process that goes into creating a database and the working components of an Access database system.

P72 Building Personal and Professional Networks through Social Media. Together we will explore the largest social and professional networking services in the world—Facebook and LinkedIn. You will learn the value of networking online using Facebook's personal profiles, groups and pages. Through LinkedIn, you will learn how to manage your online professional identity while engaging with your professional network, exchanging information, and seeking opportunities.

P73 Blogging and Micro-Blogging to Network, Share and Collaborate. Ever wonder "What value does blogging and micro-blogging have for me professionally or for my students educationally?" Join us as we learn how to use blogs for sharing knowledge, ideas, content and collaboration. Take a journey through Twitter as we will learn how to engage in conversation, network, and use hash tags to share and seek information.

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.