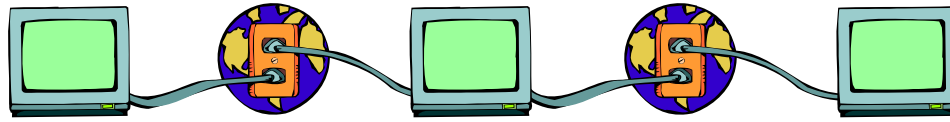


Technology Training Schedule Spring 2010



Welcome to the Spring Session

Important New Information!

- Please note that in the table below, we now list the *skill level required* to successfully participate in each class.
- **Location:** Unless otherwise noted, all classes will be held in Library, West Basement, Room 19.
- **Compton Center classes** will be held in C-29 (Computer Training Room), Compton Center.



One-hour Workshops

[Complete Workshop Description](#)

[Register online](#)

- **Office 2007 – New Look & Feel**
Learn new items and terminology, and common features that all Office 2007 programs share.
- **Word 2007 – All about Tables**
Lay out and organize almost any kind of information by creating tables. Utilize the Tables section in the Word 2007 Ribbon.
- **Word 2007 – All about Graphics**
Add pictures, Clip Art, shapes, WordArt, new SmartArt graphics; obtain graphics from the internet.
- **Word 2007 Proofing and Tracking**
Learn to use the Review tab – track and protect documents, add comments, accept or reject changes.
- **PowerPoint 2007 – Adding Sounds, Music & Narration**
Explore websites with free sounds & music, how to insert into these or narration into your presentation, save, and successfully present.
- **PowerPoint 2007 – Inserting Graphics & Animations**
Visual participation. Add graphics, images and animations, explore websites with free images. How to insert, save, and successfully present.



Two-hour Workshops

[Complete Workshop Description](#)

[Register online](#)

- **Outlook 2007 – Using Email, Calendars, Tasks & Contacts**
Use all the MS Outlook 2007 basic features.
- **Word 2007 – What’s New... an Overview**
In-depth overview of the Ribbon, its navigation and use. Create & edit documents, save in various formats, convert older documents, get help in Word 2007.
- **Excel 2007 – Beginning... Getting Started**
Spreadsheet basics – enter, edit, move/copy data, use AutoFill, format and print worksheets, create charts.
- **PowerPoint 2007 – Introduction... Getting Started**
Create digital media presentations, import graphics/text into a slide show.
- **Access 2007 – Introduction**
Relational database basics. Learn to create tables, queries, forms, and reports. Enter, edit, sort, and filter data.

Trainings for Full-Time & Part-Time Faculty

[Complete Workshop Description](#)

[Register online](#)

- **Introduction to ETUDES: 3 Fridays – March 12, 19, and 26 9am-12pm**
- **How to Teach Online: Building Your Course Content (3-Week Hybrid Workshop): 3 Fridays - April 2, 9, and 23 9am – 12 pm**



- **Class Team Site Workshop for Faculty**
Use Class Team Site on MyECC portal for every class. Post syllabi, course materials, announcements, discussions, website resources.
- **Outlook 2007 for Faculty - Using Email, Calendars, Tasks & Contacts**
Learn Outlook basics, plus Microsoft Outlook Web Access through the MyECC Portal.
- **Using Excel as a Grade Book**
Create a spreadsheet for your grades, make your own template, post grades.
- **ETUDES – Using the Gradebook**
- **ETUDES – Using Assessments**

Open Labs will be held from 1:30-3:30 pm every Monday throughout the spring semester from March 1 – May 24, 2010 (closed April 12).

Our trainer will assist you with questions or problems on many programs for which training classes have already been offered: Office 2007, Word, Excel, PowerPoint, & Outlook. Please note: These are "help" sessions and not training classes. To schedule an appointment, contact [Francine Vasilomanolakis](#) (Ext. 6452).

[Click here for complete course descriptions, or check the Staff Development Website.](#)

You may register for classes [Online](#) or by phone at Ext 3872.
Remember to identify the program title, date and time.

February – May 2010 Technology Classes

February 2010

Prog #	Class	Skill Level Required	Date	Time
TC216	Class Team Site Workshop for Faculty	None	Tue 2/23/10	3:00 - 5:00 pm
TC217	Class Team Site Workshop for Faculty	None	Wed /24/10	9:00 - 11:00 am
TC218	Office 2007 - New Look & Feel - One Hour Workshop!	None	Thu 2/25/10	2:00 - 3:00 pm
TC219	PowerPoint 2007 - Introduction... Getting Started	None	Fri 2/26/10	10:00 am - 12:00 noon

March 2010

Prog #	Class	Skill Level Required	Date	Time
TC220	Word 2007 - What's New... An Overview	None	Tue 3/2/10	10:00 am - 12:00 noon
TC221	Office 2007 - New Look and Feel - 1 Hour Workshop! (C-29, Compton Center)	None	Wed 3/3/10	10:30 - 11:30 am
TC222	Class Team Site Workshop for Faculty (C-29, Compton Center)	None	Wed 3/3/10	1:00 - 3:00 pm
TC223	Word 2007 Proofing and Tracking - One Hour Workshop!	Working knowledge of Word 2007 or attended Word 2007 Overview	Tue 3/9/10	9:00 - 10:00 am
TC224	PowerPoint 2007 - Introduction - Getting Started	None	Wed 3/10/10	2:00 - 4:00 pm
TC225a	Introduction to ETUDES (Part 1 of 3)	Proficient in internet, campus email, submitting grades online, standard word processing	Fri 3/12/10	9:00 - 12:00 noon
TC226	Word 2007 - All About Tables - One Hour Workshop!	Working knowledge of Word 2007 or attended Word 2007 Overview	Tue 3/16/10	2:00 - 3:00 pm
TC227	Excel 2007 - Beginning - Getting Started	None	Wed 3/17/10	9:00 - 11:00 am
TC228	Excel 2007 - Using Excel as a Grade Book	Working knowledge of Excel 2007	Wed 3/17/10	2:00 - 4:00 pm
TC229	Outlook 2007 - Using Email, Calendars, Tasks & Contacts	None	Thu 3/18/10	9:00 - 11:00 am
TC225b	Introduction to ETUDES (Part 2 of 3)	Proficient in internet, campus email, submitting grades online, standard word processing	Fri 3/19/10	9:00 - 12:00 noon
TC230	Office 2007 - New Look & Feel - One Hour Workshop!	None	Tue 3/23/10	2:00 - 3:00 pm
TC231	Outlook 2007 for Faculty - Using Email, Calendars, Tasks & Contacts	None	Thu 3/25/10	2:00 - 4:00 pm
TC225c	Introduction to ETUDES (Part 3 of 3)	Proficient in internet, campus email, submit grades online, standard word processing	Fri 3/26/10	9:00 - 12:00 noon
TC232	Excel 2007 - Beginning - Getting Started	None	Tue 3/30/10	1:00 - 3:00 pm

April 2010

Prog #	Class	Skill Level Required	Date	Time
TC233a	How to Teach Online, Part 1 of 3	Proficient in internet, campus email, submitting grades online, standard word processing	Fri 4/2/10	9:00 - 12:00 noon
TC234	Access 2007 - Introduction	Knolwedge of Office 2007	Tue 4/6/10	9:00 - 12:00 noon
TC235	PowerPoint 2007 - Inserting Graphics & Animations - One Hour Workshop!	Knowledge of PowerPoint 2007	Wed 4/7/10	3:00 pm - 4:00 pm
TC233b	How to Teach Online, Part 2 of 3	Proficient in internet, campus email, submitting grades online, standard word processing	Fri 4/9/10	9:00 - 12:00 noon
TC236	Word 2007 - What's New...an Overview	None	Tue 4/20/10	1:00 - 3:00 pm
TC237	ETUDES - Creating Assessments	ETUDES certification	Thu 4/22/10	9:00 - 11:00 am
TC233c	How to Teach Online, Part 3 of 3	Proficient in internet, campus email, submitting grades online, standard word processing	Fri 4/23/10	9:00 - 12:00 noon
TC238	Excel 2007 Beginning - Getting Started	None	Tue 4/27/10	2:00 - 4:00 pm
TC239	ETUDES - Creating Assessments	ETUDES certification	Wed 4/28/10	3:00 pm - 5:00

May 2010

Prog #	Class	Skill Level Required	Date	Time
TC240	Word 2007 - All About Graphics - One Hour Workshop!	Knowledge of Word 2007 or attended Word 2007 Overview	Tue 5/4/10	2:00 - 3:00 pm
TC241	Excel 2007 Beginning - Getting Started	None	Thu 5/6/10	1:00 - 3:00 pm
TC242	Excel 2007 - Using Excel as a Gradebook	Working knowledge of Excel 2007	Fri 5/7/10	10:00 am - 12:00 noon
TC243	ETUDES - Using the Gradebook	ETUDES certification	Tue 5/11/10	3:00 pm - 5:00 pm
TC244	ETUDES - Creating Assessments	ETUDES certification	Wed 5/12/10	1:00 - 3:00 pm
TC245	Word 2007 Proofing & Tracking - One Hour Workshop!	Knowledge of Word 2007 or attended Word 2007 Overview	Thu 5/20/10	2:00 - 3:00 pm
TC246	PowerPoint 2007 Adding Sounds, Music & Narration	Working knowledge of PowerPoint 2007	Thu 5/27/10	1:00 - 3:00 pm

You may register for classes [Online](#) or by phone at Ext 3872.
Remember to identify the program title, date and time.