

Workshop Descriptions for Spring 2010

TC216 Class Team Site Workshop for Faculty

Skill Level Required: None

Description:

Learn how to edit and use your "Class Team Site" on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. Faculty will also learn to post announcements, class discussions and website resources for classroom use.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Date: Tuesday, February 23, 2010

Time: 3:00-5:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC217 Class Team Site Workshop for Faculty

Skill Level Required: None

Description:

Learn how to edit and use your "Class Team Site" on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. Faculty will also learn to post announcements, class discussions and website resources for classroom use.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Date: Wednesday, February 24, 2010

Time: 9:00-11:00 AM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC218 Office 2007 – New Look & Feel – One Hour Workshop!

Skill Level Required: None

Description:

The Office 2007 suite has a new look and feel to the layout menu and toolbars. WHERE DID EVERYTHING GO? This class will orient you to the new items, terminology used and where to locate necessary items. Learn the common features that all Office 2007 programs share. This workshop will help you to transfer your knowledge to all Office 2007 programs!

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Thursday, February 25, 2010

Time: 2:00 PM - 3:00 PM

Location: Library, West Basement Room 19

Flex Credit: 1.0 hour

To Register: Call Ext. 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC219 PowerPoint 2007 – Introduction...Getting Started

Skill Level Required: None

Description:

Learn how to use this powerful program to transform your "chalk and talk" lectures into a dynamic digital multimedia presentation. Learn to import graphics and text into a slide show that can be played back to your students via a laptop computer and an overhead LCD projector.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Friday, February 26, 2010

Time: 10:00 AM-12:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

OPEN LAB

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. 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.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Mondays, March 1, 8, 15, 22, 29; April 5, 19, 26; May 3, 10, 17, 24, 2010

Time: 1:30-3:30 PM

Location: Library, West Basement Room 19

To Register: Email [Francine Vasilomanolakis](mailto:Francine.Vasilomanolakis) or call Ext. 6452

Confirmations will be made by phone message or email.

TC220 Word 2007 – What's New...An Overview

Skill Level Required: None

Description:

WHERE IS EVERYTHING IN WORD 2007? Your questions will be answered in this overview of Word 2007 workshop. This training will familiarize participants with the new look and feel of Word 2007, with an in-depth overview of the Ribbon, its navigation and use. Topics will include: Creating and editing documents, saving in various formats, converting older documents, using fonts, formatting text, reviewing, printing and how to get help in Word 2007. At the end of this workshop, participants will be able to create, edit and save documents with ease as well as know how to find helpful resources at their fingertips!

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Tuesday, March 2, 2010

Time: 10:00 AM - 12:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC221 Office 2007 – New Look & Feel – One Hour Workshop! (Compton Center)

Skill Level Required: None

Description:

The Office 2007 suite has a new look and feel to the layout menu and toolbars. WHERE DID EVERYTHING GO? This class will orient you to the new items, terminology used and where to locate necessary items. Learn the common features that all Office 2007 programs share. This workshop will help you to transfer your knowledge to all Office 2007 programs!

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Wednesday, March 3, 2010

Time: 10:30-11:30 AM

Location: C-29 (Computer Training Room), Compton Center

Flex Credit: 1.0 hour

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC222 Class Team Site Workshop for Faculty (Compton Center)

Skill Level Required: None

Description:

Learn how to edit and use your “Class Team Site” on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. Faculty will also learn to post announcements, class discussions and website resources for classroom use.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Date: Wednesday, March 3, 2010

Time: 1:00-3:00 PM

Location: C-29 (Computer Training Room), Compton Center

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC247 OmniUpdate OU Educate for Faculty Web Pages

Skill Level Required: Familiarity with internet concepts and basic word processing

Description:

This Omni OU Educate workshop is designed for faculty who wish to establish a web presence on the ECC website. During the training participants will learn how to use the browser-based OU Educate program to choose from a pre-designed template page and easily create an instructor website. They will also have the opportunity to add a course page, graphics and upload additional documents to their website within the OU Educate web management system.

Target Group: Full-Time & Part-Time Faculty

Presenter: Brian Hayden

Date: Thursday, March 4, 2010

Time: 1:00-4:00 PM

Location: Library, West Basement Room 19

Flex Credit: 3.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC223 Word 2007 Proofing and Tracking – One Hour Workshop!

Skill Level Required: Working knowledge of Word 2007 or previously attended Word 2007

Overview workshop

Description:

Learn how to use the “Review” tab in Word 2007. Learn how to track a document from start to finish. How to protect your document, include comments to a reviewer, and accept or reject changes.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Tuesday, March 9, 2010

Time: 9:00-10:00 AM

Location: Library, West Basement Room 19

Flex Credit: 1.0 hour

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC224 PowerPoint 2007 – Introduction...Getting Started

Skill Level Required: None

Description:

Learn how to use this powerful program to transform your "chalk and talk" lectures into a dynamic digital multimedia presentation. Learn to import graphics and text into a slide show that can be played back to your students via a laptop computer and an overhead LCD projector.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Wednesday, March 10, 2010

Time: 2:00-4:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC225 Introduction to ETUDES (Three Parts)

Skill level required: Must be knowledgeable and proficient in: the Internet, campus email system, submits grades online and standard word processing application.

NOTE: Faculty who are considering using ETUDES, the campus supported course management system, to teach online, must complete the *Introduction to ETUDES* course in order to become certified, prior to taking *How to Teach Online* course.

Description:

This is a series of three comprehensive hands-on trainings with ETUDES, the Course Management System used by ECC for distance education courses. This three-part course is designed for faculty who are interested in teaching online. Topics will include: Orientation to ETUDES; How to create rich modules; Upload resources and media; How to use communication tools for collaboration and communication; How to use the discussion tool, chat, email, and private messaging; How to use the Assignments, Tests and Surveys tool; How to create assignments, tests, quizzes and surveys that automatically uploads to the grade book; How to use the grade book; Learn how to view your class rosters, post your syllabus, create a course with “personality,” add guests to your course and much more.

All three parts of this course must be completed satisfactorily in order to be certified to use the ETUDES Course Management System.

During this 3 part course, online work will also be required.

The **three** classes will be held on ECC campus on:

Friday, March 12, 2010 9:00 AM-12:00 PM

Friday, March 19, 2010 9:00 AM-12:00 PM

Friday, March 26, 2010 9:00 AM-12:00 PM

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Date: Friday, March 12, 2010

Time: 9:00 AM - 12:00 PM

Location: Library, West Basement Room 19

Flex Credit: 3.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC226 Word 2007 - All about Tables – One Hour Workshop!

Skill Level Required: Knowledge of Word 2007 or previously attended Word 2007 Overview workshop

Description:

EVERYTHING YOU WANTED TO KNOW ABOUT TABLES BUT WERE AFRAID TO ASK! Do you shy away from using tables in your document...then this workshop is for you! Tables provide an excellent way to lay out and organize almost any kind of information. There are many ways to create tables and this workshop will explore all options. Learn how to create tables and utilize the "Tables" section in the Word 2007 Ribbon.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Tuesday, March 16, 2010

Time: 2:00 PM - 3:00 PM

Location: Library, West Basement Room 19

Flex Credit: 1.0 hour

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC227 Excel 2007 – Beginning – Getting Started

Skill Level Required: None

Description:

Come and examining spreadsheet basics, such as entering and editing data, creating formulas, using AutoFill and other automatic functions, moving and copying data, formatting worksheet appearance, creating exciting charts from your statistical data, and printing worksheets and charts.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Wednesday, March 17, 2010

Time: 9:00-11:00 AM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC228 Excel 2007 – Using Excel as a Grade Book

Skill Level Required: Working knowledge of Excel 2007

Description:

Learn how to create a spreadsheet for your grades! This workshop will include how to create your own template for your grades. You will learn how to post your grades in a spreadsheet with points or letter grades, and how to create a weighted grade book.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Date: Wednesday, March 17, 2010

Time: 2:00-4:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC230 Office 2007 – New Look & Feel – One Hour Workshop!

Skill Level Required: None

Description:

The Office 2007 suite has a new look and feel to the layout menu and toolbars. WHERE DID EVERYTHING GO? This class will orient you to the new items, terminology used and where to locate necessary items. Learn the common features that all Office 2007 programs share. This workshop will help you to transfer your knowledge to all Office 2007 programs!

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Tuesday, March 23, 2010

Time: 2:00-3:00 PM

Location: Library, West Basement Room 19

Flex Credit: 1.0 hour

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC229 Outlook 2007 – Using Email, Calendars, Tasks & Contacts

Skill Level Required: None

Description:

Outlook is an integrated email, calendaring, tasks and contacts program used by all El Camino faculty and staff employees. This hands-on class covers how to use all the Microsoft Outlook 2007 features such as; Email, attachments, calendar, contacts and tasks.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Thursday, March 25, 2010

Time: 9:00-11:00 AM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC231 Outlook 2007 for Faculty – Using Email, Calendars, Tasks & Contacts

Skill Level Required: None

Description:

Outlook is an integrated email, calendaring, tasks and contacts program used by all El Camino faculty and staff employees. This hands-on class covers how to use all the Microsoft Outlook 2007 features such as;

Email, attachments, calendar, contacts and tasks. Workshop will also focus on using Microsoft Outlook Web Access through the MyECC Portal.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Date: Thursday, March 25, 2010

Time: 2:00-4:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC232 Excel 2007 – Beginning – Getting Started

Skill Level Required: None

Description:

Come and examining spreadsheet basics, such as entering and editing data, creating formulas, using AutoFill and other automatic functions, moving and copying data, formatting worksheet appearance, creating exciting charts from your statistical data, and printing worksheets and charts.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Tuesday, March 30, 2010

Time: 1:00-3:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC233 How to Teach Online: Building Your Course Content – 3 Week Hybrid Course (Three Parts)

Skill level required: Must be knowledgeable and proficient in: the Internet, campus email system, submits grades online and standard word processing application.

NOTE: Faculty must be certified in ETUDES, the campus supported course management system or equivalent course management system prior to taking *How to Teach Online* course. In order to teach in Distance Education at ECC or Compton Center, faculty are required to successfully complete the *How to Teach Online* course. As part of course delivery, ETUDES, the campus supported course management system will be used.

Description:

This is a series of three comprehensive hands-on trainings using ETUDES, the Course Management System. This three-week hybrid course will be delivered using both face-to-face meetings and online instruction (**Attendance at all 3 face-to-face meetings are required – see dates below**). The course is designed for faculty who are interested in preparing course material for teaching online. The focus is on building content that can be used in any course management system.

Week 1 - Steps to Designing an Online Course and Concept Mapping.

Week 2 - Designing a Module, Adding Learning Objects and Assessments

Week 3 - Facilitating Techniques and Course Management System Options

During this 3 week course online instruction will also be required. The **mandatory face-to-face** classes will be held on:

Friday, April 2, 2010 9:00 AM -12:00 PM

Friday, April 9, 2010 9:00 AM-12:00 PM

Friday, April 23, 2010 9:00 AM – 12:00 PM

Target Group: Full-Time & Part-Time Faculty
Presenter: Francine Vasilomanolakis
Date: Friday, April 2, 2010
Time: 9:00 AM – 12:00 PM
Location: Library, West Basement Room 19
Flex Credit: 3.0 hours
To Register: Call Ext. 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC234 Access 2007 - Introduction

Skill Level Required: Knowledge of Office 2007

Description:

Learn the basics of a relational database program. Topics covered include: Creating tables, entering and editing data in tables, sorting and filtering data, creating and using forms, creating queries, and creating reports.

Target Group: Faculty, Staff & Managers
Presenter: Francine Vasilomanolakis
Date: Tuesday, April 6, 2010
Time: 9:00 AM-12:00 PM
Location: Library, West Basement Room 19
Flex Credit: 3.0 hours
To Register: Call Ext. 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC235 PowerPoint 2007 – Inserting Graphics and Animations– One Hour Workshop!

Skill Level Required: Knowledge of PowerPoint 2007

Description:

PowerPoint 2007 is an effective presentation tool that encourages your audience to participate **visually**. This hands-on workshop deals exclusively with adding graphics, images and animations to your presentation. Explore websites where free images are available, how to insert graphics, select animations for text and graphics, saving in the correct format and successfully presenting your presentation.

Target Group: Faculty, Staff & Managers
Presenter: Francine Vasilomanolakis
Date: Wednesday, April 7, 2010
Time: 3:00-4:00 PM
Location: Library, West Basement Room 19
Flex Credit: 1.0 hour
To Register: Call Ext. 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC249 Office 2007 – New Look & Feel – One Hour Workshop!

Skill Level Required: None

Description:

The Office 2007 suite has a new look and feel to the layout menu and toolbars. WHERE DID EVERYTHING GO? This class will orient you to the new items, terminology used and where to locate necessary items. Learn the common features that all Office 2007 programs share. This workshop will help you to transfer your knowledge to all Office 2007 programs!

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis
Date: Thursday, April 15, 2010
Time: 9:00-10:00 AM
Location: C-29 (Computer Training Room), Compton Center
Flex Credit: 1.0 hour
To Register: Call Ext. 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC250 Word 2007 – What’s New...An Overview

Skill Level Required: No prior experience required

Description:

WHERE IS EVERYTHING IN WORD 2007? Your questions will be answered in this overview of Word 2007 workshop. This training will familiarize participants with the new look and feel of Word 2007, with an in-depth overview of the Ribbon, its navigation and use. Topics will include: Creating and editing documents, saving in various formats, converting older documents, using fonts, formatting text, reviewing, printing and how to get help in Word 2007. At the end of this workshop, participants will be able to create, edit and save documents with ease as well as know how to find helpful resources at their fingertips!

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Thursday, April 15, 2010

Time: 1:30-3:30 PM

Location: C-29 (Computer Training Room), Compton Center

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC236 Word 2007 – What’s New...An Overview

Skill Level Required: No prior experience required

Description:

WHERE IS EVERYTHING IN WORD 2007? Your questions will be answered in this overview of Word 2007 workshop. This training will familiarize participants with the new look and feel of Word 2007, with an in-depth overview of the Ribbon, its navigation and use. Topics will include: Creating and editing documents, saving in various formats, converting older documents, using fonts, formatting text, reviewing, printing and how to get help in Word 2007. At the end of this workshop, participants will be able to create, edit and save documents with ease as well as know how to find helpful resources at their fingertips!

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Tuesday, April 20, 2010

Time: 1:00-3:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC237 ETUDES – Creating Assessments

Skill Level Required: ETUDES certification

Description:

Learn how to create assignments, tests and surveys. Understand the various assessment settings available.
Learn how to test-drive your assessments.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Date: Thursday, April 22, 2010

Time: 9:00-11:00 AM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC238 Excel 2007 – Beginning – Getting Started

Skill Level Required: None

Description:

Come and examining spreadsheet basics, such as entering and editing data, creating formulas, using AutoFill and other automatic functions, moving and copying data, formatting worksheet appearance, creating exciting charts from your statistical data, and printing worksheets and charts.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Tuesday, April 27, 2010

Time: 2:00-4:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC239 ETUDES – Creating Assessments

Skill Level Required: ETUDES certification

Description:

Learn how to create assignments, tests and surveys. Understand the various assessment settings available.
Learn how to test-drive your assessments.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Date: Wednesday, April 28, 2010

Time: 3:00-5:00 AM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC240 Word 2007 - All about Graphics – One Hour Workshop!

Skill Level Required: Knowledge of Word 2007 or previously attended Word 2007 Overview workshop

Description:

LOOK AT WHAT YOU CAN CREATE NOW! Word 2007 has a wider variety of pictures, Clip Art, shapes, WordArt and NEW SmartArt graphics, a collection of diagrams that are easy to customize with your own text. Explore where to obtain graphics from the internet. This workshop will empower you to enhance your documents!

Target Group: Faculty, Staff & Managers
Presenter: Francine Vasilomanolakis
Date: Tuesday, May 4, 2010
Time: 2:00-3:00 PM
Location: Library, West Basement Room 19
Flex Credit: 1.0 hour
To Register: Call Ext. 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC241 Excel 2007 – Beginning – Getting Started

Skill Level Required: None

Description:

Come and examining spreadsheet basics, such as entering and editing data, creating formulas, using AutoFill and other automatic functions, moving and copying data, formatting worksheet appearance, creating exciting charts from your statistical data, and printing worksheets and charts.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Thursday, May 6, 2010

Time: 1:00-3:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC242 Excel 2007 – Using Excel as a Grade Book

Skill Level Required: Working knowledge of Excel 2007

Description:

Learn how to create a spreadsheet for your grades! This workshop will include how to create your own template for your grades. You will learn how to post your grades in a spreadsheet with points or letter grades, and how to create a weighted grade book.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Date: Friday, May 7, 2010

Time: 10:00 AM – 12:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC243 ETUDES – Using the Gradebook

Skill Level Required: ETUDES certification

Description:

Learn how to evaluate discussions, respond to students' work privately, and assign scores to students. Learn and understand the uses of the two methods for grading discussions. Learn how to push scores of discussions to the Gradebook. Learn how to grade assessments. This workshop will focus on the overall functions of the Gradebook in ETUDES.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Date: Tuesday, May 11, 2010
Time: 3:00-5:00 PM
Location: Library, West Basement Room 19
Flex Credit: 2.0 hours
To Register: Call Ext. 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC244 ETUDES – Creating Assessments

Skill Level Required: ETUDES certification

Description:

Learn how to create assignments, tests and surveys. Understand the various assessment settings available.

Learn how to test-drive your assessments.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Date: Wednesday, May 12, 2010

Time: 1:00-3:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC245 Word 2007 Proofing and Tracking – One Hour Workshop!

Skill Level Required: Knowledge of Word 2007 or previously attended Word 2007 Overview workshop

Description:

Learn how to use the “Review” tab in Word 2007. Learn how to track a document from start to finish. How to protect your document, include comments to a reviewer, and accept or reject changes.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Thursday, May 20, 2010

Time: 2:00-3:00 PM

Location: Library, West Basement Room 19

Flex Credit: 1.0 hour

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC246 PowerPoint 2007 – Adding Sounds, Music and Narration

Skill Level Required: Knowledge of PowerPoint 2007

Description:

PowerPoint 2007 is an effective presentation tool that encourages your audience to participate in an auditory mode. This hands-on workshop deals exclusively with adding sound to your presentation. Explore websites where free sounds and music are available, how to insert sounds, music or narrate your presentation, in addition to, saving in the correct format and successfully presenting your presentation.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Date: Thursday, May 27, 2010

Time: 1:00 PM - 3:00 PM

Location: Library, West Basement Room 19

Flex Credit: 2.0 hours

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.