

Spring Technology Training Schedule

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

Flex Credit: 3.00 hour(s)

Program#: TC301

Date: Friday, February 18, 2011

Time: 9:00 AM - 12:00 PM

Location: W. Library Basement, Room 19

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

Class Team Site Basics

Skill Level Required: Basic computer skills

Description:

Learn how to set up, 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. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Flex Credit: 1.50 hour(s)

El Camino College

Program#: TC302

Date: Wednesday, February 23, 2011

Time: 9:00 AM - 10:30 AM

Location: W. Library Basement, Room 19

Compton Center

Program#: TC311

Date: Monday, March 07, 2011

Time: 10:30 AM - 12:00 PM

Location: Compton Center, Room C29 (Computer Training Room)

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

Creating Accessible Documents

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

Description: New! Microsoft Word is currently the most widely used word processor. Because it is so common, the .doc and .docx format has become the standard format for text documents. Word is often used to create files that end up in PDF and HTML. This workshop will cover how to make web content created in Word accessible to people with disabilities. Learn how to convert PDF to a Word document and test the accessibility of Word and PDF documents.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Flex Credit: 2.00 hour(s)

El Camino College

Program#: TC317
Date: Wednesday, March 16, 2011
Time: 9:00 AM - 11:00 AM
Location: W. Library Basement, Room 19

Program#: TC324
Date: Thursday, March 31, 2011
Time: 10:00 AM - 12:00 PM
Location: W. Library Basement, Room 19

Compton Center

Program#: TC318
Date: Tuesday, March 22, 2011
Time: 10:00 AM - 12:00 PM
Location: Compton Center, Room C29 (Computer Training Room)

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

ECC Gradebook

Skill Level Required: Basic computer skills

Description:

Learn how to set-up your ECC online Gradebook for each course section. Supports calculation methods such as points, assignment weighting, category weighting. Allow students to view their individual grades (including instructor comments) via MyECC portal. Create grade book settings once and then copy the setup to other class sections from semester to semester. Learn how to submit your final grades through the Gradebook.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Flex Credit: 2.00 hour(s)

El Camino College

Program#: TC303
Date: Wednesday, February 23, 2011
Time: 2:30 PM - 4:30 PM
Location: W. Library Basement, Room 19

Program#: TC310
Date: Thursday, March 03, 2011
Time: 2:00 PM - 4:00 PM
Location: W. Library Basement, Room 19

Program#: TC313
Date: Tuesday, March 08, 2011
Time: 8:00 AM - 10:00 AM
Location: W. Library Basement, Room 19

Program#: TC323
Date: Wednesday, March 30, 2011
Time: 10:00 AM - 12:00 PM
Location: W. Library Basement, Room 19

Compton Center

Program#: TC312
Date: Monday, March 07, 2011
Time: 1:00 PM - 3:00 PM
Location: Compton Center, Room C29 (Computer Training Room)

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

Excel 2007 - Basic

Skill Level Required: Basic computer skills

Description:

Come and examine 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

Flex Credit: 2.00 hour(s)

Date: Wednesday, April 13, 2011

Program#: **TC332**

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement, Room 19

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

Excel 2007 - Intermediate

Skill Level Required: Experience with Excel 2007 or attended Excel 2007 Basic

Description:

IT'S THE NEXT STEP! This training will go beyond basic Excel 2007. This class will review Excel basics and further explore spreadsheet formatting and navigation. Create Excel templates for often-used spreadsheets and simple charts using Chart Wizard. Learn to use the workbook protection feature to keep your formulas safe by opening only specific cells for data entry. Use Comments as reminders or to communicate with others using the spreadsheet, moving and copying worksheets, creating Pivot Tables, and creating and using macros.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Flex Credit: 2.00 hour(s)

Program#: **TC338**

Date: Wednesday, April 27, 2011

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement, Room 19

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

How to Teach Online: Building Your Course Content (3 Parts)

Skill Level Required: Skill level required: Must be knowledgeable and proficient in: the Internet, campus email system, submitting grades online, and standard word processing applications.

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 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 – Presentations

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

Friday, April 22, 2011 1:00-4:00PM

Friday, April 29, 2011 1:00-4:00PM

Friday, May 13, 2011 1:00-4:00PM

Target Group: Full-Time & Part-Time Faculty
Presenter: Francine Vasilomanolakis
Flex Credit: 9.00 hour(s)
Program#: **TC337**
Date: Three Fridays, April 22 & 29, March 13, 2011
Time: 1:00 PM - 4:00 PM
Location: W. Library Basement, Room 19
To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

Introduction to EduStream workshop

Skill Level Required: Basic computer skills

Description:

“EduStream.org” is a free, centralized resource for providing ECC and Compton Center faculty with the video-on-demand capabilities that will enable them to implement and manage their course content. This resource can be used to embed educational lesson content and educational videos into their content online. This is a great resource for Online Instructors! EduStream makes available to users live streaming channels from live educational broadcast channels. Accounts are assigned by Distance Education. Learn how to use EduStream and set-up an account and begin using this great resource!

Target Group: Full-Time & Part-Time Faculty
Presenter: LaTonya Motley and Francine Vasilomanolakis
Flex Credit: 2.00 hour(s)
Date: Friday, April 29, 2011
Program#: **TC349**
Time: 10:00 AM - 12:00 PM
Location: W. Library Basement, Room 19
To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

Introduction to ETUDES – Four Parts

Skill Level Required: Must be knowledgeable and proficient in: the Internet, campus email system, submitting grades online, and standard word processing applications.

Description:

NOTE: Faculty who are preparing or considering teaching online must complete the following two courses: Introduction to ETUDES AND the How to Teach Online: Building Your Course Content. At the completion of Introduction to ETUDES, faculty will receive a certificate that will entitle them to use ETUDES, the campus supported course management system. At the completion of the course, How to Teach Online: Building Your Course Content, faculty will receive a certificate that will entitle them to teach online classes at El Camino and Compton Center.

This is a hybrid course that involves hands-on trainings with ETUDES, the course management system supported by El Camino College and Compton Center Distance Education courses. This course is designed for faculty who are preparing or considering 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

Target Group: Full-Time & Part-Time Faculty
Presenter: Francine Vasilomanolakis
Flex Credit: 12.00 hour(s)
Program#: **TC306**
Date: Four Fridays: February 25, March 4, 11 & 25, 2011
Time: 9:00 AM - 12:00 PM
Location: W. Library Basement, Room 19
To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

Office 2007 Overview

Skill Level Required: Basic computer skills

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

Flex Credit: 1.00 hour(s)

Program#: **TC304**

Date: Thursday, February 24, 2011

Time: 10:00 AM - 11:00 AM

Location: W. Library Basement, Room 19

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

Omni OU Campus for Division/Department Web Pages

Skill Level Required: Permission from supervisor to edit Div/Dept web pages. Familiarity with internet concepts and basic word processing.

Description:

The OU Campus workshop is a 3-hour course designed for staff who maintain their department/division website. OU Campus enables the user to quickly and easily create, update, and maintain designated areas of the campus Web site. The objectives of this class are to learn how to use the features of the OU Campus program such as the WYSIWYG editor, creating and editing new template pages and copying text from old pages into the new template. Attendees will also become familiar with the procedure to insert links, add graphics and other documents using the OU Campus program.

Target Group: Faculty, Staff & Managers Maintaining Div/Dept Web Sites

Presenter: Brian Hayden

Flex Credit: 3.00 hour(s)

El Camino College

Program#: **TC331**

Date: Tuesday, April 12, 2011

Time: 1:00 PM - 4:00 PM

Location: W. Library Basement, Room 19

Compton Center

Program#: **TC339**

Date: Tuesday, May 03, 2011

Time: 1:00 PM - 4:00 PM

Location: Compton Center, Room C29 (Computer Training Room)

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

Omni 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

Flex Credit: 3.00 hour(s)

El Camino College

Program#: TC321
Date: Wednesday, March 23, 2011
Time: 1:00 PM - 4:00 PM
Location: W. Library Basement, Room 19

Compton Center

Program#: TC336
Date: Thursday, April 21, 2011
Time: 1:00 PM - 4:00 PM
Location: Compton Center, Room C29 (Computer Training Room)

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.

Presenter: Francine Vasilomanolakis
Program#: TC300
Date: Most Mondays
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement, Room 19
Flex Credit: Time attended
To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

Outlook 2007 - Basic

Skill Level Required: Basic computer skills

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
Flex Credit: 2.00 hour(s)

El Camino College

Program#: TC305
Date: Thursday, February 24, 2011
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement, Room 19

Compton Center

Program#: TC325
Date: Tuesday, April 05, 2011
Time: 10:00 AM - 12:00 PM
Location: Compton Center, Room C29 (Computer Training Room)

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

Outlook 2007 - Advanced

Skill Level Required: Experience with Outlook 2007 or attended Outlook 2007 Basic

Description: New! Learn how to organize your email one step further! See how to color code your email. Tag in-coming emails to go into certain folders Learn how to search Outlook messages. Organize incoming messages.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Flex Credit: 1.00 hour(s)

El Camino College

Program#: TC322

Date: Tuesday, March 29, 2011

Time: 2:00 PM - 3:00 PM

Location: W. Library Basement, Room 19

Compton Center

Program#: TC333

Date: Tuesday, April 19, 2011

Time: 9:00 AM - 10:00 AM

Location: Compton Center, Room C29 (Computer Training Room)

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

PowerPoint 2007 - Basic

Skill Level Required: Basic computer skills

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

Flex Credit: 2.00 hour(s)

El Camino College

Program#: TC340

Date: Wednesday, May 11, 2011

Time: 1:00 PM - 3:00 PM

Location: W. Library Basement, Room 19

Compton Center

Program#: TC319

Date: Tuesday, March 22, 2011

Time: 1:00 PM - 3:00 PM

Location: Compton Center, C29 (Computer Training Room)

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

PowerPoint 2007 - Intermediate

Skill Level Required: Working knowledge of PowerPoint 2007 or attended PowerPoint 2007 Basic

Description:

This class will teach you how to customize your presentation by using Themes, Layouts and Masters. Learn how to apply a theme, customize themes, modify slide layouts, add a logo or background to a master slide. Create interesting slide transitions, animate text and graphics, and prepare presentations for internet or speaking engagements.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Flex Credit: 2.00 hour(s)

El Camino College

Program#: TC342
Date: Wednesday, May 25, 2011
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement, Room 19

Compton Center

Program#: TC326
Date: Tuesday, April 05, 2011
Time: 1:00 PM - 3:00 PM
Location: Compton Center, C29 (Computer Training Room)

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

PowerPoint 2007 - Presenter Tools & Tips

Skill Level Required: Working knowledge of PowerPoint 2007 or attended PowerPoint 2007 Basic

Description:

PowerPoint 07 is an effective presentation tool that motivates students! Learn tools and tips for presenting an effective and dynamic presentation. Learn how to present a presentation with a remote that allows you the freedom to walk amongst the audience. Explore the tools available to set up the presentation so that all multimedia works. Learn new techniques for effectively delivering a presentation.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Flex Credit: 1.00 hour(s)

Program#: TC327

Date: Tuesday, April 05, 2011

Time: 3:00 PM - 4:00 PM

Location: Compton Center, C29 (Computer Training Room)

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

Turnitin - Preventing Plagiarism

Skill Level Required: Basic Computer Skills

Description:

New! *Turnitin* is a comprehensive anti-plagiarism software that helps instructors reduce plagiarism in the course papers submitted by students. Students become better writers and researchers. This workshop will focus on creating and joining an account; creating a class account; adding students; creating an assignment; submitting papers and viewing the originality report. The basic tool, *OriginalityCheck*, featured by *Turnitin* ensures originality of student papers.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Flex Credit: 1.00 hour(s)

El Camino College

Program#: TC307
Date: Wednesday, March 02, 2011
Time: 1:00 PM - 2:00 PM
Location: W. Library Basement, Room 19

Compton Center

Program#: TC334
Date: Tuesday, April 19, 2011
Time: 11:00 AM - 12:00 PM
Location: Compton Center, Room C29 (Computer Training Room)

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

Using Clickers - Part 1

Skill Level Required: Basic computer skills

Description:

TurningPoint is a powerful, fully interactive group response system. By the use of clickers, it enables two-way communication between a speaker and a large group by allowing audience feedback. This workshop provides faculty with the ability to collect, evaluate, and record responses (via clickers), evaluate, and record responses from everyone in the audience, transforming a lecture into a more effective learning environment.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Flex Credit: 2.00 hour(s)

Program#: **TC315**

Date: Friday, March 11, 2011

Time: 2:00 PM - 4:00 PM

Location: W. Library Basement, Room 19

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

Using Clickers - Part 2

Skill Level Required: Attended Using Clickers Part 1 or experience with TurningPoint clickers

Description:

New! TurningPoint is a powerful, fully interactive group response system. By the use of clickers, it enables two-way communication between a speaker and a large group by allowing audience feedback. This workshop provides faculty with the ability to collect, evaluate, and record responses (via clickers), evaluate, and record responses from everyone in the audience, transforming a lecture into a more effective learning environment.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Flex Credit: 2.00 hour(s)

Program#: **TC330**

Date: Friday, April 08, 2011

Time: 2:00 PM - 4:00 PM

Location: W. Library Basement, Room 19

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

Using YouTube

Skill Level Required: Proficiency using the internet.

Description:

Learn how to use YouTube to enhance your course curriculum. Participants in this workshop will set up their own YouTube account, learn how to save YouTube videos, embed YouTube videos into PowerPoints, and how to search for YouTube.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Flex Credit: 1.00 hour(s)

El Camino College

Program#: **TC308**

Date: Wednesday, March 02, 2011

Time: 2:30 PM - 3:30 PM

Location: W. Library Basement, Room 19

Program#: **TC341**

Date: Tuesday, May 24, 2011

Time: 10:00 AM - 11:00 AM

Location: W. Library Basement, Room 19

Flex Credit: 1.00 hour(s)

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

Visio 2007 - Basic

Skill Level Required: Basic computer skills

Description:

New! This program allows for the use of vector graphics to create diagrams. It helps you to diagram solutions. This workshop will focus on creating flow charts, organizational charts and floor layouts.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Flex Credit: 2.00 hour(s)

Program#: TC344

Date: Wednesday, June 01, 2011

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement, Room 19

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

Web 2.0 Course Tools

Skill Level Required: Proficiency using the internet.

Description:

“Web 2.0 is your single best up-to-the-minute resource for news, tactics, strategies, and case studies for teaching and learning in the new web world.” Learn what the internet can do for you as a creator, a collaborator, an active participant, rather than a passive view of what is out there on the web. Learn what sites can engage students. Web 2.0 tools can enhance course curriculum and work related material. Learn about wikis, blogs, social bookmarking, screen capturing tools and more.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Flex Credit: 2.00 hour(s)

El Camino College

Program#: TC314

Date: Tuesday, March 8, 2011

Time: 1:00 PM - 3:00 PM

Location: W. Library Basement, Room 19

Program#: TC343

Date: Thursday, May 26, 2011

Time: 10:00 AM - 12:00 PM

Location: W. Library Basement, Room 19

Compton Center

Program#: TC335

Date: Tuesday, April 19, 2011

Time: 1:00 PM - 3:00 PM

Location: Compton Center, Room C29 (Computer Training Room)

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

Windows 7 - Overview

Skill Level Required: Basic computer skills

Description:

What's new in Windows 7? Learn the new features in Windows 07 such as: working with gadgets, using jump lists, how to organize files and folders, personalizing your desktop, using the start menu and taskbar.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Flex Credit: 1.00 hour(s)

Program#: TC316

Date: Tuesday, March 15, 2011
Time: 2:00 PM - 3:00 PM
Location: W. Library Basement, Room 19
To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

Word 2007 - Basic

Skill Level Required: Basic computer skills

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

Flex Credit: 2.00 hour(s)

Program#: **TC309**

Date: Thursday, March 03, 2011

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement, Room 19

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

Word 2007 - Intermediate

Skill Level Required: Experience with Word 2007 or attended Word 2007 Basic

Description:

IT'S THE NEXT STEP! This training will go beyond basic Word 2007. Topics will include: Creating a page layout, how to use styles, using quick parts, applying themes, inserting hyperlinks and bookmarks, customizing bullets, using the building block organizer, create tables, use the find & replace feature and tips and tricks when using Word 07!

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Flex Credit: 2.00 hour(s)

Program#: **TC320**

Date: Wednesday, March 23, 2011

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement, Room 19

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

Word 2007 - Mail Merge

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

Description:

Understand how mail merge works so that you can get the results you want! Set up a document for mass mailing. Use the Mail Merge Wizard to perform a basic mail merge. Create envelopes and labels. Learn how to use the "Mailings" tab in Word 2007.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Flex Credit: 1.00 hour(s)

Program#: **TC328**

Date: Thursday, April 07, 2011

Time: 10:00 AM - 11:00 AM

Location: W. Library Basement, Room 19

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

Word 2007 - Tables

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

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

Flex Credit: 1.00 hour(s)

Program#: **TC329**

Date: Thursday, April 07, 2011

Time: 1:00 PM - 2:00 PM

Location: W. Library Basement, Room 19

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