

**OFFICE OF INFORMATION TECHNOLOGY
TECHNOLOGY EDUCATION SERIES
SPRING, 2007**

Using Microsoft Outlook

This workshop will focus on identifying and understanding the Folders in Outlook including: Calendar, Contacts, Deleted Items, Inbox, etc. as well as Personal Folders. Through hands-on experience, you will learn key functions and options within these folders. Other Outlook concepts that will be covered include: send and receive, forward and reply, view menu items, find, moving or copying messages, saving or sending attachments.

March 9th, 10:00am – 12:00Noon, Library Room 012
Presenter – Mike Gotthold

Using Microsoft Outlook, Advanced Features

In this workshop we will demonstrate and use the more advanced concepts and features of Microsoft Outlook including: Rules and Alerts, Public folders, Sharing of folders, Follow up Flags, Appointments, Reminders, and Delegates. These additional concepts will allow for more collaboration with your department, staff, and colleagues.

March 23rd, 2:00pm – 4:00pm, Library Room 012
Presenter – Mike Gotthold

Using the Barracuda to Filter Email Spam

The Barracuda SPAM Firewall is the new spam device that has been installed on campus to provide spam filtering services to all college mailboxes. This class will explore the origin and types of spam and how to utilize this tool in managing email spam.

February 9th, 10:00am – 12:00Noon, Library Room 012
April 17th, 2:00pm – 4:00pm, Library Conference Room
Presenter – Ryan Clark

Creating Forms and Tables in Microsoft Word

This workshop will explore Word's editing and formatting features to create tables and forms for your office and classroom use.

March 28th, 2:00pm – 4:00pm, Library Conference Room
May 4th, 10:00am – 12:00Noon, Library Conference Room
Presenter – Tom Russell

Using Microsoft Excel

Learn about creating a spreadsheet for office or classroom applications. Instruction will include using formulas, formatting, printing and graphing.

March 6th, 10:00am – 12:00Noon, Library Conference Room

April 27th, 2:00pm – 4:00pm, Library Conference Room

Presenter – Tom Maloney

Using Microsoft Excel, Advanced Features

This workshop will provide a review of cell functions and expand on the use of formulas and functions in Excel spreadsheets. Learn to create charts, insert pictures and link documents.

May 18th, 10:00am – 12:00Noon, Library Conference Room

Presenter – Walt George

Using Microsoft Access

This workshop will introduce you to a database application. Covered items will include the planning and creation of a database; creating tables and table structure; entering data as well as preview and print functions

March 30th, 10:00am – 12:00Noon, Library Room 012

May 9th, 2:00pm – 4:00pm, Library Conference Room

Presenter – Jim Lese

Using Microsoft PowerPoint as a Tool for Presentations

This workshop will explore the screen basics, opening and saving a presentation, creating and editing slides, working with text, clip art and charts, creating notes pages and handouts, printing. Participants are encouraged to bring materials to create their own PowerPoint presentation.

February 28th, 2:00pm – 4:00pm, Library Room 012

April 20th, 10:00am – 12:00Noon, Library Conference Room

Presenter – Ryan Tombleson

Using the Avaya Telephone and Voice Mail System

If you have questions about the features of the telephone system or the voice mail system, consider attending this informal session. A brief overview will be presented and instruction sheets will be available. There will be plenty of time for questions. All special needs will be addressed on an individual basis.

Sessions will be offered on a small group or individual basis upon request. Please call Pam Gianni at ext 4902 or the Help Desk, ext. 4900 to make appointment.