



Technology Resource Center

You are invited to the Summer 2012 Training Series

Visit with us to UPDATE YOUR Technology SKILLS

The Technology Resource Center is committed to the professional development of our EPCC faculty and staff and is providing a variety of training sessions and increased learning opportunities.

Join us for a Technology Resource Center session for technology training on a variety of topics or software. We have developed a schedule with different times and locations in order to meet the needs of our busy faculty and staff.

Seating is limited; please call 24 hours in advance to reserve a space by calling **ext. 2013** or **ext. 2245**.



Summer 2012



DATE	TITLE	TIME	CAMPUS & LOCATION
6/13 Wednesday	PowerPoint	11:30 AM to 1:00 PM	RG B510
6/21 Thursday	Excel Boot Camp	8:30 AM to 12:00 PM	VV C201
6/26 Tuesday	Outlook	1:00 PM to 2:30 PM	TM 1211
7/11 Wednesday	Word	11:30 AM to 12:30 PM	RG B509
7/19 Thursday	Excel Boot Camp	8:30 AM to 12:00 PM	VV C201
7/24 Tuesday	PowerPoint	1:00 PM to 2:30 PM	TM 1211

DESCRIPTION

PowerPoint	Session will provide faculty & staff with a working knowledge of PowerPoint interface, adding/modifying slides, embedding/using sound, applying smart art, using animations, modifying/removing picture backgrounds, embedding online YouTube videos, and introducing presentation templates and training templates to design effective classroom presentations with Microsoft PowerPoint 2010.
Excel Boot Camp	Excel Basics for grades is an introduction to Excel with emphasis on the skills you need to maintain a spreadsheet to manage classroom grades. This class discusses the basic elements of Excel, importing your student lists from Banner, and preparing grade sheets to submit to the Registrar's office. You will be assisted in the development of formulas to calculate the total scores and final grades. You will be guided in the preparation of the header with your course information.
Outlook	Session will provide faculty & staff with working knowledge of the interface, composing and formatting items such as e-mail, importance level, conversation view, global address, organization of messages, and creating automated signatures.
Word	Session will provide faculty & staff with working knowledge of styles, templates, customizing quick access toolbar, proofing tools, citations, bibliographies, and changing default program options.