**THE FOLLOWING WORKSHOPS WILL BE OFFERED BY THE OFFICE OF INFORMATION TECHNOLOGY HELPDESK DURING SPRING 2012.**

**PLEASE CALL THE HELPDESK AT EXTENSION 3695 TO REGISTER.**

 **Introduction to Windows 7 –**

 **Thursday, March 8th (1:30 – 2:20 or 2:30 – 3:20) This *presentation* will take place in 2A-306.**

 *Become familiar with the basic functions of the new operating system.*

 **Introduction/Intermediate MS Word 2010** **–**

 **Thursday, March 15th (1:30 – 3:30) This hands on *workshop* will take place in 2N-115.**

Learn how to do tables, text styles, tricks, etc..

 **Meet, Greet & Learn Technology –**

 **Wednesday, March 21st (1:30 – 3:30) This *session* will take place in 2A-306.**

 Stop by our office to get your computer/technology questions answered. If you bring your file with

 you, we can provide one-on-one support.

 **Introduction/Intermediate MS Excel 2010** **–**

 **Thursday, April 12th (1:30 – 3:30) This hands on *workshop* will take place in 2N-115.**

 *Become familiar with the basic functions of Excel*. Learn how to do formulas & calculations.

**Meet, Greet & Learn Technology –**

 **Wednesday, April 18th (1:30 – 3:30) This *session* will take place in 2A-306.**

 Stop by our office to get your computer/technology questions answered. If you bring your file with

 you, we can provide one-on-one support.

 **Introduction/Intermediate MS PowerPoint 2010 –**

 **Thursday, May 10th (1:30 – 3:30) This hands on workshop will take place in 2N-115.**

 Learn how to create PowerPoint presentations.

 **Meet, Greet & Learn Technology –**

 **Wednesday, May 16th (1:30 – 3:30) This *session* will take place in 2A-306.**

 Stop by our office to get your computer/technology questions answered. If you bring your file with

 you, we can provide one-on-one support.

**Please contact the HelpDesk if you have any questions.**

 ***Seating for the presentations is limited to 5 participants per session.***

 ***Seating for the workshops is limited to 30 participants per session.***

 ***Seating for the Meet, Greet & Learn is by appointment. One-on-one sessions will be schedule in 20 minute intervals.***