

THE FOLLOWING TECHNOLOGY TRAINING WORKSHOPS WILL BE OFFERED BY THE OFFICE OF INFORMATION TECHNOLOGY HELPDESK DURING FEBRUARY and MARCH 2014. PLEASE CALL THE HELPDESK AT EXTENSION 3695 TO REGISTER.

The classes will take place in 2N-115.

File Management, Security and Back-Up –

Thursday, 2/13 2:00 – 3:30 or Wednesday, 2/19 10:00a – 11:30am

Learn how to save, retrieve and create folders and files. Learn how to burn a CD and create backups of your documents to a CD and flash drive. General computer knowledge is required. Participants will need to supply their own flash drive!

An Introduction to Windows 7-

Thursday, 2/20 2:00 – 3:30 or Wednesday, 2/26 10:00a – 11:30am

The class will cover understanding the new environment, and searching for files.

Introduction to MS Word 2010 –

Thursday, 2/27 2:00 – 3:30 or Wednesday, 3/5 10:00a – 11:30am

Become familiar with the basic functions of the program.

Introduction to MS Excel 2010 –

Thursday, 3/6 2:00 – 3:30 or Wednesday, 3/12 10:00a – 11:30am

Become familiar with the basic functions of the program.

Introduction to PowerPoint 2010-

Thursday, 3/13 2:00 – 3:30 or Wednesday, 3/19 10:00a – 11:30am

Become familiar with the basic functions of the program

Introduction to MS Access 2010 –

Thursday, 3/20 2:00 – 3:30 or Wednesday, 3/26 10:00a – 11:30am

Become familiar with the basic functions of the program

The Meet, Greet & Learn Technology Sessions will take place in 2A-306 during 2:30pm – 4:30pm.

Meet, Greet & Learn Technology-

Tuesday, February 18th

Tuesday, March 18th

Tuesday, April 8th

Tuesday, May 13th

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 call to schedule a specific time.

Please contact the HelpDesk if you have any questions.

