

THE LEARNING CENTER'S (TLC) TECHNOLOGY FALL 2009 WORKSHOPS

Workshops are free for faculty, staff, and students. All attendees will receive a certificate of participation.

Using Your Webmail Account

Friday, August 21, 2009; 11:00-12:00pm
Main Campus, Building C, Room 17
Loucas Papalouca, Presenter

- Email basics such as sending an email, creating contacts, distribution list, and folders are demonstrated.

Wimba

Thursday, August 27, 2009; 11:30-12:30pm
Main Campus, Building C, Library Work Room
Loucas Papalouca, Presenter

- Wimba is the leading provider of collaborative learning software applications and services to the education industry which will be demonstrated.

Creating a PowerPoint 2007 Presentation

Friday, August 28, 2009; 8:30-9:30am
Main Campus, Building C, Room 17
Mana Kariman, Presenter

- How to create a professional slideshow using Microsoft PowerPoint 2007 will be demonstrated.

How to Properly Prepare and Mail a Letter

Friday, August 28, 2009; 8:30-9:30am
Main Campus, Building H, Room 133
Susan Harmon, Presenter

- Letter and envelope formats in Word 2007 are demonstrated.

Accessing and Using Internet 2

Friday, August 28, 2009; 10:00-12:00noon
Main Campus, Building H, Room 8
Susan Lancaster with CPE, Presenter

- What is Internet 2? Who has access to Internet 2 in Kentucky? This presentation will answer those questions plus more.

Jing

Friday, September 4, 2009; 8:30-9:30am
Main Campus, Building C, Room 17
Mana Kariman, Presenter

- Instead of typing at people, show them what you are talking about. Jing is free screen captured software that will be demonstrated.

Check out these Websites!

Friday, September 4, 2009; 9:45-10:45am
Main Campus, Building C, Room 17
Carmen Gaskins, Presenter

- The newest in Web 2.0 and Web 3.0 Websites are presented.

Mail Merge and Creating a Simple Table in Word 2007

Friday, September 25, 2009; 9:00-10:00am
Main Campus, Building H, Room 111
Janel Doyle, Presenter

- How to create, format, and use the Mail Merge and Tables features in Microsoft Word 2007 are demonstrated.

What's New with Google?

Friday, September 25, 2009; 10:15-11:15am
Main Campus, Building C, Room 17
Carmen Gaskins, Presenter

- The newest in Google tools will be presented.

Security Awareness

Friday, October 2, 2009; 8:30-9:30am
Main Campus, Building C, Room 17

- October is Security Awareness Month. IT Staff will present a variety of topics to help the consumer protect themselves and their computer.

Security Awareness

Friday, October 2, 2009; 9:45-10:45am
Main Campus, Building C, Room 17

- October is Security Awareness Month. Different topics presented than in a previous time.

Creating Citations in Word 2007

Friday, October 23, 2009; 8:30-9:45am
Main Campus, Building C, Room 17
Cindy Gaffney, Presenter

- Word 2007 offers a Citation/Bibliography builder. These features will be discussed and demonstrated.

Security Awareness

Friday, October 23, 2009; 10:00-11:00
Main Campus, Building C, Room

- October is Security Awareness Month. Different topics presented than in previous time slots.

Creating a Resume and Cover Letter

Friday, November 6, 2009; 9:00-10:00am
Main Campus, Building H, Room 111
Janel Doyle, Presenter

- Resume and cover letter basics are discussed.

What's New with Technology?

Friday, November 13, 2009; 9:00-10:30am
Main Campus, Building C, Room 17
Carmen Gaskins, Presenter

- New and upcoming technologies are introduced.

Google Earth

Friday, November 13, 2009; 11:00-12:00noon
Main Campus, Building C, Room 17
Tomie Walters, Presenter

- Use Google Earth to find addresses, plan travel, view the weather, and visually learn about the world with the click of a mouse.