

THE LEARNING CENTER'S (TLC) WORKSHOPS

Pre-registration recommended. Sign up sheets are located in The Learning Center (TLC), Main Campus, Building C, Room 3.

Using Microsoft Word 2007

Tuesday, January 20, 2009; 2:00pm – 3:00pm
Main Campus, Building C, Room 17

This session will help you prepare documents in Microsoft Word 2007. (Carmen Gaskins, Presenter)

What's New with Microsoft PowerPoint 2007?

Friday, January 30, 2009; 8:30am – 9:30am
Main Campus, Building C, Room 17

An overview of the new features and their locations in PowerPoint 2007 are discussed and demonstrated. (Cindy Gaffney, Presenter)

Creating and Using Tables in Word 2007

Friday, January 30, 2009; 9:45am – 10:45am
Main Campus, Building H, Room 111

How to create, format, and use tables in Microsoft Word 2007 will be discussed and demonstrated. (Janel Doyle, Presenter)

Common Writing Errors

Friday, January 30, 2009; 10:30am – 12:00noon
Main Campus, Building C, Room 1

This workshop will cover run-ons, fragments and comma splices. (Diane Wilkins, Presenter)

Creating Slideshows in PowerPoint 2007

Tuesday, February 10, 2009; 2:00pm – 3:00pm
Main Campus, Building C, Room 17

How to create a professional slideshow using Microsoft PowerPoint 2007 will be discussed and demonstrated. (Carmen Gaskins, Presenter)

How to use Mail Merge in Word 2007

Friday, February 27, 2009; 8:30am – 9:30am
Main Campus, Building H, Room 111

This session will help you prepare documents using the Mail Merge feature in Word 2007. (Janel Doyle, Presenter)

What's New with Microsoft Excel 2007?

Friday, February 27, 2009; 9:45am – 10:45am
Main Campus, Building H, Room 111

Charts and Smart Art features in Excel 2007 are discussed and demonstrated. (Susan Harmon, Presenter)

MLA Documentation

Friday, February 27, 2009; 10:30am-12:00noon

OR

Friday, April 24, 2009; 10:30am-12:00noon
Main Campus, Building C, Room 1

This workshop will cover the basics of setting up a document in MLA style and using MLA documentation for papers that involve research. (Gary Crump, Presenter)

Word 2007 Citations

Friday, March 27, 2009; 8:30am – 9:30am
Main Campus, Building C, Room 17

Word 2007 now offers a Citation/Bibliography builder. These features will be discussed and demonstrated. (Cindy Gaffney, Presenter)

What's New with Microsoft Access 2007?

Friday, March 27, 2009; 9:45am – 10:45am
Main Campus, Building H, Room 111

An overview of the new features and their locations in Access 2007 are discussed and demonstrated. (Susan Harmon, Presenter)

Common Writing Errors

Friday, March 27, 2009; 10:30am – 12:00noon
Main Campus, Building C, Room 1

This workshop will cover pronouns, subject-verb agreement, and commonly confused words. (Diane Wilkins, Presenter)

What's New with Technology?

Tuesday, March 31, 2009; 2:00pm – 3:00pm
Main Campus, Building C, Room 17

This session will introduce new and upcoming websites, software, and technologies. (Carmen Gaskins, Presenter)

Resume, Interviewing, and Dress for Success

Friday, April 24, 2009; 8:30am – 10:45am
Main Campus, Building C, Room 1

This session will prepare you for your future employment. Resume writing, interviewing tips, and how to dress for success will be discussed. (Eugenia Scott and Diane Wilkins, Presenters)

All attendees will receive a certificate of participation.

