Technology Training Workshops

Spring 2012

Overview

Information Technology Services (ITS) and Staff Development are proud to announce the Spring 2012 Technology Training series. Our spring workshops will focus primarily on offering an introduction to the 2010 versions of Word, Excel, and PowerPoint. First priority for theses sessions will be given to those who did NOT attend one of these workshops in the fall. Additional technology sessions on other topics of interest may be added later in the semester so be on the lookout for that announcement.

Staff members are encouraged to discuss attendance at training sessions of interest with their supervisors and may receive release time with prior supervisor approval.

Faculty will receive FLEX credit OR can apply for a Title V stipend if they intend to complete at least three workshops. Stipend applications are available at the Staff Development website @ www.riohondo.edu/staffdev and must be submitted to Staff Development at least 1 week prior to the beginning of the series in order to be reviewed by the Title V Faculty Development subcommittee.

To RSVP for these sessions, contact Teresa Martinez @ tamartinez@riohondo.edu or at ext. 3210.

TOPIC	DATE		TIME	LOCATION
Word 2010	Wednesday	2/29/12	1-1:50 pm	B117
Excel 2010	Friday	3/2/12	11-11:50 am	B117
PowerPoint 2010	Wednesday	3/7/12	1-1:50 pm	B117
Word 2010	Friday	3/23/12	11-11:50 am	B117
Excel 2010	Wednesday	4/4/12	1-1:50 pm	B117
PowerPoint 2010	Friday	4/6/12	11-11:50 am	B117
Document Backup	Wednesday	4/11/12	1-1:50 pm	B117

Course Descriptions

WORD 2010

– This workshop will provide detailed instruction and hands-on training covering both rudimentary and intermediate functions, including:

- o Navigation
- o Styles
- o Formatting
- o Editing
- o Drawing and graphics
- o Tables

EXCEL 2010

– This workshop will provide detailed instruction and hands-on training covering both rudimentary and intermediate functions, including:

- o Editing
- o Formatting
- o Formulas and functions
- o Charts
- o Workbook Management

POWERPOINT 2010

– This workshop will provide detailed instruction and hands-on training covering both rudimentary and intermediate functions, including:

- o Slides
- o Formatting
- o Images, Multimedia, and Objects
- o Transitions and Animation Effects
- o The Outline Pane
- o Views
- o Slide Show Delivery

PERSONAL DOCUMENT BACK-UP

– *This workshop will include an overview of our personal electronic document storage (including mobile) and how to protect them from the inevitable – data loss. This workshop will focus on local & offsite backups as well as document synching.*