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Adobe Acrobat

**Building Online Forms 1 (1 of 2)**
This workshop will focus upon the fundamentals of converting Microsoft Word documents into editable PDF documents. We will discuss best practices and how to modify these documents.

**Building Online Forms 2 (2 of 2)**
This workshop will focus upon the advanced features of creating an online forms using Adobe Acrobat Pro. We will discuss controls, tab order, and printing filled in documents.

Adobe Connect 8

**Tips & Tricks**
Adobe Connect is an enterprise web conferencing solution for online meetings, eLearning, and webinars used by leading corporations and government agencies. Built using Adobe Flash technology, Connect delivers rich interactions for participants nearly anywhere. Connect 8’s new, consolidated interface increases ease of use and brings more power and usefulness to fewer menu items. This workshop will focus on the tips and tricks we have learned using this tool. You’ll learn how Connect works, what is required to set up a meeting space, and we will explore the interface.

Adobe Contribute

**Writing for the Web**
This workshop will focus on tips and tricks for St. Cloud State Web authors. We will discuss Web content usability, editing strategies, the use of headings, and headlines.

Adobe InDesign CS5

InDesign is a powerful design and production tool that offers precision, control, and seamless integration with other Adobe professional graphics software. Using InDesign, you can produce professional-quality, full color documents and formats, including desktop printers and high-resolution imaging devices. Also, you can create PDF files, and convert your documents for use on the Internet by exporting layouts.

**Introduction & Tools (1 of 4)**
InDesign is a robust and easy to use design and layout program. In this workshop, you will learn how to use the InDesign environment, palettes, and many of the tools available as we explore the InDesign work area. You will also learn several techniques for navigating through an InDesign document, zooming in and out, and moving between document pages.

**Building Publications I (2 of 4)**
This workshop is an introduction to setting up your InDesign document for publication. You will learn how to start and create, edit, and then apply master pages to a new document.
**Building Publications II (3 of 4)**
The workshop will focus upon adding graphics and text to the document pages as we use the different tools and palettes to create a publication.

**Question & Answer (4 of 4)**
This workshop will focus on the topics we have not covered and give you a chance to pose questions.

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**Business Services**

**MnSCU Web Accounting Module**
This workshop is designed for state employees, not students. The MnSCU Office of the Chancellor has developed an accounting module on the web. One of its functions is the ability to view cost center balances and transactions online for certain department users. Anyone listed as responsible person on a cost center will automatically be given viewing rights. The responsible person listed on a cost center can notify SCSU Business Services to authorize viewing rights to their cost center for any number of SCSU employees. This workshop explores the Accounting module, how to use departmental queries, and run reports. This module can be found at: [https://admin.mnscu.edu/acct/](https://admin.mnscu.edu/acct/)

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**Customer Service**

**The Fundamentals**
This workshop is an overview of different techniques to better your customer service skills when working with many different facets of the campus community. This workshop also discusses guidelines for proper phone etiquette, how to work with irritated customers, and stress relief techniques for use when feeling overwhelmed at your workstation.

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**eTimesheet & StarID**

**How to use the Leave Request Module**
Workshop is designed for faculty and staff only. The eTimeSheet application provides employees access to their online timesheets where they can view, submit, and update timesheets and leave or overtime (OT) requests. This workshop will teach you how to use this system. We will show how you will submit leave requests and your time sheets electronically. Approval and tracking of your leave requests and time reporting will happen electronically. Once you become familiar with this web-based tool, our hope is you’ll appreciate having one location where you submit leave slips and timesheets, track their approvals, find your leave balances, and maintain a history of all of your time reporting.
Graduate Studies: Drop in Workshops

Using Microsoft Word to Format Your Culminating Projects
Do you have questions about using MS Word to format your work according to the Graduate Studies format guide? Need assistance with spacing, margins, pagination, inserting figures or setting up the table of contents or other formatting challenges? Bring your project on a flash drive and drop in CH 351 to learn the tricks of MS Word to format your project correctly. Individual and small group assistance is available.

Malware

Education for End-Users
As the campus community continues to see attack on our computers, we are finding commonality in the type of malware attacks. This presentation will expose some best practices for detecting, stopping, and removing malware on our campuses. We will discuss MnSCU policies, what users should do when the first pop-up occurs, delve into recent attacks at SCSU, recognize malware, and focus on the ways we can educate our campuses about these threats. The final 15 minutes will be dedicated to an open conversation regarding best practices for collaborating with your end-users to stop future attacks.

MasteryNet

On-line Safety Training
Workshop specifically designed for staff only: St. Cloud State University is faced with the challenge of effectively training our workforce and has provided a training portal for our employees. GMW, maintenance, and supervisors are able to access the Web-based interactive training. Our delivery method allows our workers to access the training from any GMW, Maintenance, or supervisor PC connected to the SCSU campus Internet. It uses full-motion video to teach the concepts. All of the titles include course interactions that actively involve the learner in the instruction. The Occupational Safety and Health administrator assigns required training, tracks completed training, generates management reports, and develops certifications of completion.

Microsoft Access 2010
Microsoft Access is a powerful database program you can use to store all kinds of information—from a simple list of recipes to an inventory catalog with tens of thousands of products. Once information is stored in a Microsoft Access database, it’s easy to find, analyze, and print.

The Fundamentals (1 of 7)
In this workshop, you will learn more about exactly what a database is, what it is used for, and how to perform simple database tasks, such as adding and deleting records. This chapter also takes you on a basic tour of various parts of a Microsoft Access database: Tables, Forms, Reports, and Queries.
Creating & Working with a Database (2 of 7)
In this workshop, you will learn to create and modify the major database objects: tables, forms, queries, and reports. You will even learn some basic database management tasks, such as how to delete and rename database objects. If all you need is a simple, easy-to-use database, look no farther than this chapter—more than likely, everything you need to know about creating databases is here.

Working with Tables & Relationships (3 of 7)
Tables are by far the most important part of any database. Tables are where a database stores all of its information. This workshop explains just about everything you need to know about tables and fields: how to link two or more related tables, how to create indexes for faster performance, and how to create a primary key field, which uniquely identifies each record in a table. This workshop also explains how to change all the properties and settings for your tables’ fields and one of the most difficult database concepts—how to create and work with relational databases. In this workshop you will learn how to link tables in an existing database together in a one-to-many relationship to create a relational database. You will also learn how to enforce referential integrity between those tables to keep records in related fields valid and accurate.

Finding, Filtering & Formatting Data (4 of 7)
Access is equipped with an arsenal of Find, Sort, and Filter commands that can track down and organize a table’s information in record time. In this workshop, you will learn how to use these commands. First, you’ll learn how to use the Find command to look up a specific record. Next, you’ll learn how to sort information in a table—in ascending or descending order. Then, you’ll learn all about filters: How they can find and display only records that meet your criteria.

Working with Queries (5 of 7)
Queries are the stars of Microsoft Access. Queries make sense out of all the thousands of jumbled records and display exactly what you need to know. In this workshop, you will learn how to harness the power of queries. You will learn about all the different types of queries: simple select queries, parameter queries that prompt you for more information, crosstab queries that summarize records in an easy-to-understand format, and action queries that actually modify the records in your database.

Working with Forms (6 of 7)
In Access, forms provide an easy way to enter and view data in a table. This workshop explains what you want to know about forms—and maybe a few things you didn’t want to know. Forms make working with data easier because instead of scrolling back and forth in a table’s datasheet, a form lets you focus on one record at a time, you can design forms to present information any way you like, and one form can display data from several related tables or queries.

Working with Reports (7 of 7)
It’s easy to print a simple list of records in a table or query. But if you want your printed hard copies to look professional, you’ll need to create a report. Reports present information from tables and queries in a format that looks great when printed. Reports can also summarize and analyze the information in your database. This workshop explains how to create and work with reports.
Excel is a powerful spreadsheet software program that allows you to make quick and accurate numerical calculations. Entering data onto a spreadsheet (or worksheet as they are called in Excel) is quick and easy while making your data look sharp. The uses for Excel are limitless: businesses use Excel for creating financial reports, scientists use Excel for statistical analysis, and families use Excel to help manage their investment portfolios.

**The Fundamentals & Formatting (1 of 7)**

This workshop will show you how to edit your Excel worksheets. You’ll learn how to edit cell contents; cut, copy and paste information; insert and delete columns and rows; undo any mistakes you might make; and even correct your spelling errors. We will explain how to format a worksheet to make it more visually attractive and easier to read. You will learn how to change the appearance, size, and color of text and how to align text inside a cell. You will learn how to add borders and shading and how to use cell styles, as well as many other tools that will help your worksheets look more organized and professional.

**Working with Charts: (2 of 7)**

Charts allow you to present data, relationships, or trends graphically. Charts are often better at presenting information than hard-to-read numbers in a table or spreadsheet. In this workshop, you will learn how to create, edit and format dynamic looking charts.

**Functions & Formulas (3 of 7)**

Formulas are the heart and soul of a spreadsheet. Without formulas, Excel would be nothing more than a grid for displaying numbers and text. As you will see in this workshop, formulas can do a lot more than just adding, subtracting, multiplying, and dividing. Excel has hundreds of different formulas you can use to create complex statistical, financial, and scientific calculations. In this workshop, you’ll learn about more complex formula writing, how to insert and edit functions, how to define names, and how to trace formulas and diagnose errors.

**Working with Tables (4 of 7)**

Tables—called lists in previous versions of Excel—make it easier to work with ranges of Excel data. By turning an Excel range into a table, you can work with the table data independently from the rest of the worksheet. You can quickly sort and filter the table columns, add total rows, and apply table formatting to an Excel table. There are many ways to analyze worksheet data, including sorting and filtering records. This workshop will also explain how to use a PivotTable to analyze data ranges.

**Analyzing Data (5 of 7)**

Most people don’t realize that Excel has numerous tools for analysis and organization, so they perform Excel tasks the manual way. This method can help you get by in simple situations, but isn’t very effective when you need to perform more complex what-if analysis or organize large lists of data. In this workshop, you will learn about Excel’s tools for analyzing and organizing. These include tools for creating multiple worksheet scenarios, using Goal Seek and Solver tools to perform what-if analysis, and organizing your data by subtotaling, outlining, or consolidating.
**Working with Macros (6 of 7)**

If you find yourself performing the same task over and over again, you might want to consider creating a macro to complete the task for you. A macro helps you perform routine tasks by automating them. Instead of manually performing a series of time-consuming, repetitive actions, you can record a single macro that does the entire task all at once for you. This entire workshop is devoted to macros. We start with the basics: learning how to record and play a macro. Then you’ll move into some more advanced topics including how to write and edit macros using the Visual Basic programming language.

**Managing & Customizing (7 of 7)**

Once you start filling up a workbook with data, you’ll find that it can be difficult to organize and view it all at once. Luckily, Excel gives you several options for viewing and working with data and windows. You can split windows, insert new worksheets, copy worksheets, work with multiple workbooks at once, hide data, protect and share workbooks. Customization is a great asset in an application. Customization lets you use a particular mix of commands and shortcuts that are best for your working style. In this workshop, we’ll look at ways to make viewing and working with data easier. We’ll also focus on how to customize the Ribbon, the Quick Access Toolbar, and AutoCorrect. We’ll also discuss how to access and review the default options for a program.

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**Microsoft IT Academy**

**MOS Certification**

The Microsoft IT Academy program provides educators and students with the tools they need to effectively train on Microsoft technologies, prepare for the global economy, and create specific application skillsets depending on individual needs. This program offers curricula, courseware, and online learning for students, faculty, and staff. Our world-class Microsoft IT Academy curriculum will help you obtain the hands-on skills and practice that you need to succeed and become certified as a Microsoft Office Specialist (MOS) 2007 or 2010. The program offers classroom and online learning, hands-on labs, and access to hundreds of courses, books, cutting-edge resources, and collaboration tools. This workshop will show participants how to create a WindowsLive account, access the content, and navigate over 300 eLearning courses. If this topic interests you, please register for this workshop and visit SCSU’s Microsoft IT Academy site at:


**Microsoft Office 2010**

Office Professional 2010 is the latest version of the Microsoft productivity suite; its core components include Word: Word processor, Excel: Spreadsheet program, Access: Database program, Outlook: Personal information and communication organizer that includes contact/personal address management, calendaring, and e-mail functions and PowerPoint: Presentation program. Office Professional 2010 also includes other programs, such as InfoPath, OneNote and Groove.

**Tips & Tricks**

The 2010 Microsoft Office applications help you simplify the challenges of today’s workplace. We've designed this workshop so you can easily convert from Microsoft Office Enterprise 2007 to Microsoft Office Professional 2010. The conversion from Microsoft Office 2007 has brought new and advanced features. This workshop focuses on 30 tips and tricks with Office 2010 applications.
Office OneNote 2010 is a note-taking program in the form of a digital notebook that gives you the flexibility to gather and organize your notes and information—from typed text (including easy e-mail integration), audio, and video to handwritten notes and drawings, graphics, and research from the Web and other applications—all in one place. Powerful search capabilities enable you to easily find information in more content formats, such as spoken words in audio and video recordings, and text in scanned documents or pictures.

New to Office OneNote 2010 are shared notebooks, which give teams one place to gather notes, research, and information related to a project, customer, or meeting. With shared notebooks, users can contribute and share information more effectively—whether online or offline—and OneNote automatically merges and updates everyone’s changes.

**Gathering your Notes and Information: (1 of 2)**

Most people don’t have a single place where they capture all their different pieces of information that they use in the course of their work. This workshop will focus on bringing together in one place all the ideas, meeting notes, Web research and everything else that you need to do your work. Office OneNote 2010 helps you stay in control of all your information more easily and effectively than ever before. In addition to giving you a wide variety of methods for capturing information—from recording audio and video to “printing” information to your notebook. This workshop will focus on showing you how OneNote provides new, powerful tools to organize and manage that information.

**Organizing & Finding Information: (2 of 2)**

OneNote offers a set of Note Tags that you can use to organize and stay on top of the information in your OneNote notebook. Clicking a tagged note in the Note Tags Summary task pane takes you to that note in your notebook sections. This workshop focuses on how you can navigate through notes according to the tags. Using the note Tags Summary, you can see in an instant all your to-do’s and assigned action items across all your notebooks.

**Microsoft Outlook 2010**

Microsoft Outlook is a messaging and personal information manager, or PIM. Outlook lets you send and receive e-mail messages, schedule appointments, and organize your contacts and addresses. It also reminds you of tasks you need to complete.

**Email Fundamentals: (1 of 5)**

This workshop covers two of the most-used functions in Microsoft Outlook: How to compose and send an e-mail message. The steps involved in composing and sending a message are pretty basic, but there’s quite a bit you can do in between these processes to maximize the effect that your messages have. This workshop will show you how to insert a signature, attach a file to a message, and more. You’ll also learn how to take control and organize your Outlook information. You’ll learn how to search for items, manage data in folders, and create rules that automatically manage your e-mails.

**Working with the Calendar (2 of 5)**

In this workshop, you’ll learn how to create and reschedule appointments and events, how to add a reminder to your appointments so that you don’t forget about them, and how to view your schedule using the various Calendar views. You will also learn how to create a recurring appointment, such as a weekly staff meeting.
Collaborating with Others (3 of 5)

This workshop covers two of the most-used functions in Microsoft Outlook: How to compose and send an e-mail message. The steps involved in composing and sending a message are pretty basic, but there’s quite a bit you can do in between these processes to maximize the effect that your messages have. This workshop will show you how to insert a signature, attach a file to a message, and more.

Organizing & Automating: (4 of 5)

When you work at your desk for a while, papers and files can pile up into a mess. The same thing happens after you’ve worked with Outlook for a while—your e-mails become disorganized and harder to find. In this workshop, you’ll learn how to take control and organize your Outlook e-mail messages. You’ll learn how to search for items and manage data in folders. Outlook includes two useful tools, quick steps and rules, which allow you to act on messages quickly. Quick steps cut down the number of clicks it takes to move a message to a folder, or to forward or reply to a message. Rules are a bit different; they can sort through your messages automatically. This workshop teaches you how to set up both tools and manage them so you can work more efficiently.

Advanced Topics (5 of 5)

For many people, Outlook is an essential office tool containing a lot of precious data. Losing e-mail messages, contact information, and appointments from the calendar could be a catastrophe. This chapter focuses on ways to import and export data between Outlook and other programs, change the way things look and the way things work, and find a lot of great features in Outlook that you may not have known about. We will detail features including using Outlook for Instant Messaging, Accessing a Web version of Outlook from any computer, sending Internet faxes, subscribing to RSS feeds, and more.

Microsoft PowerPoint 2010

Microsoft PowerPoint is a presentation program that helps you transform your ideas into professional, convincing presentations. Whether you’re delivering annual sales statistics to a large audience or creating a personal slide show of your recent trip abroad, PowerPoint has all the tools you need to get your message across. For 2010, PowerPoint has undergone a major redesign. If you’ve used PowerPoint before, you’ll still be familiar with much of the program’s functionality, but you’ll notice a completely new user interface and many new features that have been added to make using the program more efficient.

Getting Started with Presentations: (1 of 5)

You can do many great things with a presentation, but before you can get into some of the more fun tasks, like formatting and animation, you need to learn the more basic tasks, like how to create a presentation and save it. This workshop will teach you the most basic commands and functions you can perform in PowerPoint, such as how to create, open, save, and close a presentation. You will also learn how to insert a new slide and navigate between slides in a presentation.

Formatting a Presentation: (2 of 5)

This workshop explains how to format your presentations to give them more impact and make sure your message is delivered effectively. You will learn how to apply and modify a document theme or background, as well as how to adjust page setup, how to insert headers and footers, and how to use the Slide Master to format your presentations.
Applying Transitions, Animation Effects & Inserting Multimedia (3 of 5)

PowerPoint offers a variety of tools you can use to make your presentations more effective. For example, you can add exciting transition effects to your slides, changing how PowerPoint advances from one slide to the next. You can also animate the text and objects on your slides, making each paragraph on a slide appear one at a time in succession. This workshop will introduce you to animation and transition effects and how you can use them to enhance your presentations. You will learn how to insert sounds and movie clips onto a slide. You will also learn how to add narration to your slides and how to insert and use action buttons.

Working with Objects (4 of 5)

Presentations that include pictures, drawings, and graphics can be much more compelling and effective than presentations that only contain boring text. Once you know how to work with pictures and graphics, you can create all kinds of cool slides. This workshop explains how to use PowerPoint’s drawing tools to insert shapes; how to insert pictures and clip art; and how to format pictures, shapes and clip art.

Working with Multimedia (5 of 5)

Multimedia is a combination of audio, video, animation, and graphics. Adding multimedia to your presentations is a great way to keep things interesting and entertaining. In this workshop you will learn how to insert sounds and movie clips onto a slide. You will also learn how to add narration to your slides and how to insert and use action buttons.

Microsoft Publisher 2010

Publisher is a desktop publishing program that turns your ideas into professional publications. Publisher lets you create publications that include text and graphics, as well as charts and worksheets created using other applications. Once you have created a publication, you can print it from your own computer. Or, you can send it off for commercial printing.

Introduction: (1 of 3)

This workshop will introduce you to the Publisher basics—what you need to know to open, view, print, and save a publication. If you’ve already seen the Microsoft Publisher program screen before, you know that it’s filled with cryptic-looking buttons, menus, and icons. By the time you’ve finished this workshop, you will know what most of those buttons, menus, and icons are used for.

Formatting and Effects: (2 of 3)

This workshop explains how to format your publications to give them more impact and make sure your message is delivered effectively. You will learn how to use the Design Gallery and how to change the color scheme and background of your publications to make them more visually appealing. You will also learn how to adjust the page setup, how to insert headers and footers, and how to create and use a Master page in your publications. This workshop will also introduce Publisher’s unique drawing tools to add lines, shapes, and text boxes to your publications, as well as how to format them.

Building a Publication: (3 of 3)

Publisher comes equipped with many magnificent tools for creating, modifying, and solidifying your fabulous creations. To assist you in finding the perfect publication, Publisher includes a publication wizard to guide you through the selection process. No matter what your experience or artistic ability (or lack thereof), the publication wizard has something for everyone. This workshop will get you started creating your own publications.
Microsoft Visio 2010

Visio, a diagramming program, can help you create business and technical diagrams that document and organize complex ideas, processes, and systems. Diagrams created in Visio enable you to visualize and communicate information clearly, concisely, and effectively in ways that text and numbers cannot. With Visio, you can show your audience what you mean by using clear diagrams, such as flowcharts, organizational charts, and detailed maps.

The Fundamentals: (1 of 2)

This workshop will introduce you to the many templates, drawing shapes, and connectors incorporated within Visio. You will learn to drag-and-drop, nudge, duplicate, rotate, align and move shapes; use different connectors between shapes, and insert text boxes. In this workshop, you will also learn to add color schemes, backgrounds, titles and format shapes and connectors.

Drawing Basics: (2 of 2)

This workshop will focus upon creating Visio drawings. You will learn to add, connect, fill, and title shapes within the drawings. We will discuss adding annotations, numbering in the flowchart, and formatting of shapes. This workshop will also teach you how to save the flowchart as a drawing file, for the web, and for other purposes. Visio templates present different methods to create simple to complex organization charts and flowcharts by dragging specialized position shapes, which represent people onto the drawing page. The position shapes in a Visio drawing store information about the people and relationships within the organization. This workshop will focus upon understanding and implementing different templates, shapes, and layouts into your Visio drawing.

Microsoft Word 2010 / 2011

Microsoft Word is a powerful word-processing software program that gives its users the tools to create a variety of professional documents. Word automatically checks your spelling and grammar, and corrects common mistakes. It even lets you insert charts, tables, and pictures into your documents. Microsoft Word is the most widely used and, according to most reviews, the most powerful and user-friendly word processor available.

Getting Started (1 of 8)

Microsoft Word is a powerful word-processing program that gives users the tools to create a variety of professional documents. Word automatically checks your spelling and grammar and corrects common mistakes. It even lets you insert charts, tables, and pictures into your documents. Microsoft Word is the most widely used and, according to most reviews, the most powerful and user-friendly word-processor available. This workshop is an introduction to working with Word. You’ll learn about the main parts of the program screen, how to give commands, use help, and about new features in Word 2010. We will go through the most basic commands for working with text, such as inserting and deleting, selecting, and replacing text.
Formatting Paragraphs & Pages (2 of 8)
You’ve probably seen documents created by friends or work colleagues and envied their different fonts, italicized and boldfaced type, and fancy paragraph formatting. This workshop explains how to format both characters and paragraphs. You will learn how to change the appearance, size, and color of the characters in your documents. You will also learn the ins and outs of formatting paragraphs: aligning text to the left, right, and center of the page; increasing a paragraph’s line spacing; and indenting paragraphs. This workshop also describes how to add borders to paragraphs and how to create bulleted and number lists. Knowing how to format characters and paragraphs gives your documents more impact and makes them easier to read. This workshop also explains how to add a header or footer that appears at the top or bottom of every page in your document, how to control where the page breaks, and how to use multiple page formats.

Working with Themes & Styles (3 of 8)
This workshop covers formatting features that can save you tons of time as you create and format documents. First, we’ll learn all about styles. A style is a set of character and paragraph formats stored under a name. Styles are useful because you can apply a whole group of formatting options in a single step. If you decide to change the formatting options of a style, every character or paragraph formatted with that style is automatically updated with the new formatting options, instead of having to go through the document and manually update each and every paragraph. The final lessons in the workshop talk about document themes, a great way to make your documents look cohesive and professionally designed.

Working with Art & Charts (4 of 8)
Word processors have come a long, long way since their introduction more than twenty years ago. Older word processors were just a little better than typewriters and could only create simple letters, reports, and memos. Today, people routinely use the advanced text and graphic capabilities of modern word processors to create beautiful newsletters, brochures, and catalogs—tasks that would have seemed impossible fifteen years ago. This workshop explains how you can incorporate three types of objects into your documents to give them pizzazz and present information in an organized manner.

Working with Tables (5 of 8)
Tables rank right up there with the spell checker as one of the neatest word processing features. A table neatly arranges text and data in a grid, organized by columns and rows. Once you have entered information in a table, you can do all kinds of things with it. For example, you can sort the information alphabetically or numerically; add and delete columns and/or rows; and make your table stand out by formatting it with border, shading, and color options. Tables can be used in place of tab stops to organize and layout information in an attractive, organized manner. As powerful as tables are, most people don’t know how to use them effectively, if at all. Tables are so important that this entire workshop is devoted to helping you become a table expert.
**Working with Mailings (6 of 8)**

Here’s a secret for you: your dentist probably didn’t have someone manually type that check-up reminder you received this month. And no one manually typed your weekly Publisher’s Clearing House sweepstakes letter addressed to you either. A process known as mail merge has created these “personalized” letters. Mail merge letters are used to send the same or similar documents to many different people at once. Since they contain the recipient’s name, address, and other information, mail merge letters feel more personal—just like Publisher’s Clearing House: Bob Boyarksi, if you have the winning number, you are the winner of $10 Million Dollars! Performing a mail merge isn’t a very difficult process, but it is a rather lengthy one. This workshop will take you step-by-step through the mail merge process.

**Collaborative Editing Tools (7 of 8)**

Like it or not, it’s likely that someday you will have to create a document with a team of individuals. For example, you might write a draft of a letter, have your manager review it, make changes to it, and get it back. Then you go back to the document, make the changes, and then send the document to its final destination. The folks at Microsoft realized that people often need to work together when creating documents, so they included a whole slew of features that enable several people to work together to create and update a document. Word includes tools such as track changes and comparing documents that allow you to examine suggested changes and choose whether or not to include them in the final draft.

**Working with Templates, Forms, and Customization (8 of 8)**

A template is like a mold. Once you define the properties of a template (text, macros, formatting properties, etc.) you can create new documents that have those same properties. In fact, every document you create in Word is based on a template. You will learn how to save time creating similar documents using this technique. A form created in Word is very similar to the paper form you fill out with a pen or pencil. Word forms can include fill-in-the-blank fields and check box fields, just like their paper counterparts. In addition, you can include a list of options from which the user can choose to complete the form. Customization is a great asset in an application. Customization lets you use a particular mix of commands and shortcuts that are best for your working style. This workshop will look at how we can create templates, forms and customize the application. Get ready, you will need to be comfortable with Word to fully utilize the skills learned in this workshop.

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**Microsoft SharePoint**

**How to Access Sites**

This open lab/workshop is an opportunity for different stakeholders, involved with the implementation of SCSU’s SharePoint Portal, to practice their skills adding web parts, images, and have an open discussion of basic web layout techniques. This is an opportunity for content providers to discuss how they can manage the many options SharePoint provides to the campus community.
Microsoft Windows 7

This workshop provides an overview of the features included within Microsoft Windows 7. We will look at the new graphical features, the taskbar, device management, and security features that make it easier to use and safer than 7.

**Overview of Features (1 of 7)**

This workshop provides an overview of the new features included within Microsoft Windows 7. We will look at the new graphical features, taskbar, device management, and security features that make it easier to use and safer.

**Working with a Program: (2 of 7)**

In this workshop, you’ll be working with a program. This workshop explains how to control programs using menus and toolbars. You’ll also learn what a dialog box is (you’ll see a lot of them in Windows), and how to use its controls. While each program is different, the procedure for doing things in all programs is much the same. This workshop explains these basic generic tasks using the WordPad program.

**Working with Folders and Files: (3 of 7)**

In this workshop, you’ll take your first step beyond the Windows basics and enter the world of file management. You’ll learn how Windows stores information in files and folders, just like a file cabinet does, and see how the appearance of windows have changed from previous versions of Windows. This workshop explains how to organize your computer by creating folders to store related information, how to move and copy files between folders, how to delete and rename files and folders, and how to retrieve a deleted file if you change your mind.

**Customizing the Taskbar and Desktop: (4 of 7)**

In this workshop, you’ll learn how to customize the taskbar and desktop so they work best for you. Customizing the taskbar and desktop is a lot like arranging furniture in an empty living room—there’s no right way to do it; just do whatever works best for you. You’ll learn how to move, resize, and hide the taskbar; how to customize the Start menu; and how to use the Windows Sidebar on the desktop.

**Customizing Windows: (5 of 7)**

This workshop will show you how to customize Windows settings to suit your own personal needs and tastes. You’ll learn how to adjust the date and time on your computer, the mouse settings so you can finally slowdown that blasted double-click speed, and the sounds your computer makes. You’ll also learn how to give your computer character by adding your own custom wallpaper, screensaver, desktop themes, and screen colors.

**Free Programs: (6 of 7)**

Windows 7 doesn’t really do much by itself—you need to run a program whenever you want to do something with your computer. But before you rush off to the local computer store to buy a software program to let you type a letter or paint a picture, take this workshop! Microsoft has included a handful of small but useful programs with Windows 7. This workshop explores the programs that Microsoft tossed in with Windows 7. You’ll learn what all the “freebie” programs are, what they do, and if they’ll work for your purposes.
**Using the Internet: (7 of 7)**

The Internet has changed personal computing forever and continues to affect the way countless tasks are done. Fortunately, the Internet is incredibly easy to use. This workshop gives a brief overview of how to navigate the World Wide Web, including bookmarking your favorite Web pages, filtering out pop-up advertisements, and downloading software.

**MnSCU CAP Server**

**Accessing Operational Data**

Currently the Rdb Replication database is easily accessible from any system on the campus network. While this is functional and has made it easy for users to get their work done, it also creates an environment that is less secure and very open to non-authorized users. Campuses have been implementing CAP (Consolidated Access Point) Servers for the purpose of creating a method of secure access to the preferred Oracle REPL database. This workshop is for Faculty and Staff who need to query ISRS data using either Microsoft Access and Excel. We will integrate your pre-built databases and queries into the CAP environment and then link tables with ISRS.

**MnSCU Code of Conduct**

**Open lab to complete training**

If you are a SCSU Faculty or Staff member, you will need to complete mandatory Code of Conduct training in 2009. This training is required for all Minnesota State Colleges and Universities employees. The Code of Conduct training is web-based and located within Desire2Learn. The workshop will give you an opportunity to complete the 2 online courses which comprise the training while we discuss best practices for your everyday use.

**MnSCU Purchasing Control System (PCS)**

**The Fundamentals**

In recent years, policy changes have granted the University increased spending authority and enhanced abilities. These benefits come with greater accountability and responsibility to follow procedures and stay within guidelines. In this workshop, you will learn the procedural steps necessary to place a Purchase Order into the Integrated Statewide Records System (ISRS). The workshop focuses upon how you log into ISRS, navigate the many options, and use the purchasing system efficiently while following established guidelines.
Email and Records retention @ SCSU

Email has become the backbone of communication in the workplace, including at St. Cloud State. The ability to compose and send email instantly fits into today’s hectic work environments. In many cases, email has replaced phone calls, face to face interaction, and official memoranda. Email is also easily retained, does not require much physical space to store, and used for many other purpose besides work. With email use so prolific, both for work and personal purposes, the challenge is how to manage them effectively. So, how can email best be managed? Is email a record? Is email an “official” record? How long does email need to be retained? Learn about state of Minnesota records retention law, university policy, and the University Archives’ efforts to help offices manage their email and university records. Next, we will look at a few of the many options Microsoft Outlook has for organizing, filtering, and finding records. We will set up new folders, create rules, flag records, and learn how to customize Outlook for your specific purposes. As we explore email and records in Outlook or Apple mail, you will be able to apply the skills to your email account and discuss options with your peers.