Using Google Drive (Google Docs)

Google Drive is the home of Google Docs, which among other things, includes free online programs that are similar to Word, Excel and PowerPoint. These apps store your files in the “cloud,” plus, you can also access files from your tablet or smartphone.

Google Docs is great for collaborative work! Students can work together to create a single document online, with simultaneous editing, or they can do peer review of writing by making comments on each other’s essays.

- This is an open-entry, open-exit, fully online workshop. You can expect to spend from two to three hours to cover the material. Online help is available from Jon Townsend. Register for this workshop by replying to this email message.

Audio for Learning – Creating Audio Files or Podcasts with Audacity

This hands-on workshop will cover creating and editing audio files that can be used for podcasts, or other purposes. The free audio editing app Audacity will be used. (This app is available for both Windows and Mac users, so come one and all!) While having a very rich set of features, Audacity is also quite easy to use for beginners doing basic audio editing.

During this workshop, participants will make a recording, edit it, and then add pre-recorded material, including music (copyrighted under a Creative Commons license).

When registering for this workshop, please specify whether you prefer to use the Windows or Mac operating system. (Note: 2-hour sessions)

- Thursday, February 6, 2:00 – 4:00
- Monday, March 17, 10:00 – Noon

Creating Engaging Social Media Content  *NEW WORKSHOP*

Studies show that generation Y and Z consider email and static websites a thing of the past. With the shift toward social media, it’s easy to make the mistake of using tools like Facebook and Twitter to broadcast information in "digital bulletin board" fashion. Instead, this workshop will give you tips to create engaging content to connect with your audience and keep them coming back.
- Note: **Participants will need to have a Facebook account and be familiar with basic usage, including how to create "pages".** Having a Twitter account is optional.

- Friday, February 21, 10:00 - 12:00
- Monday, March 10, 3:00 - 5:00
- Thursday, March 20, 3:00 - 5:00
- Wednesday, April 9, 3:00 - 5:00
- Tuesday, April 22, 10:00 - 12:00

**PowerPoint + Narration + YouTube = Online Video**

Publish your PowerPoint slides with narration (lecture/voiceover) on YouTube as self-running video slide shows. Record your lectures live, or narrate the slide show at your desk.

YouTube allows your students (or other audience) to view and hear your presentation without the need of extra software. (No need for Microsoft Office.) YouTube also helps caption your videos (captioning is an accessibility requirement under both State and Federal law).

Note: You must have copyright permission to post any PowerPoint slide shows online that are created by others.

Narration is supported in both PowerPoint for Windows and Mac. When registering for this workshop, please specify which type of computer you want to use. (Note: 2-hour sessions)

- This training is now being offered as an open-entry, open-exit, fully online workshop. You can expect to spend approximately 2 to 3 hours to cover the material. Online help is available from Jon Townsend. Register for this workshop by replying to this email message.

- **OR** – Register for a traditional face-to-face workshop:

- Tuesday, February 25, 10:00 – Noon
- Friday, March 21, 1:00 – 3:00
- Monday, April 7, 2:00 – 4:00

**We’ve Got to Stop Meeting Like This!**

This is a workshop designed to help you become a more effective leader of a professional meeting. Tips are also given that can help you be a more productive participant in a meeting. The workshop is designed for anyone who may currently be chairing a committee or leading any type of meeting, as well as those who are interested in doing so. The contents of the workshop are based on published and proven training materials. (2-hour session)
If your work group or employee organization is interested in this training, please contact Jon Townsend to schedule a date and time.

**Video Workshops**

**Orientation to Video Production**
Introduction to terminology and techniques, and an overview of what goes into planning, shooting, editing and publishing an instructional video. A short video will be created and uploaded to YouTube during the workshop. The free YouTube Video Editor will be demonstrated, but this is not a workshop on using the editor, the focus is on the entire process of designing, shooting, editing and publishing an instructional video.

- Wednesday, February 5, 10:00 – Noon
- Tuesday, February 18, 3:00 – 5:00
- Thursday, March 6, 2:00 – 4:00

**Editing Video with Windows Movie Maker**
This workshop offers an introduction to movie creation by editing video and photos with the free Windows Movie Maker program. During this hands-on workshop, participants will create a short movie from video clips, photos, and sound files that are provided. (This workshop does not cover making the video clips; it covers what you do with them to create a finished product.) Movie Maker 2012 is used, which runs on Windows 7 or Windows 8. If you don't have a Windows 7 or a Windows 8 computer to work on after the workshop, you are welcome to use a computer in the Professional Development Center.

- Wednesday, February 12, 10:00 – Noon
- Monday, February 24, 3:00 – 5:00
- Tuesday, March 4, 2:00 – 4:00

**Intro to Editing Video with iMovie (Mac)**
This workshop is similar to the Windows Movie Maker workshop, but utilizes the iMovie program on Mac. During this hands-on workshop, participants will create a short movie from video clips, photos, and sound files that are provided. (This workshop does not cover making the video clips; it covers what you do with them to create a finished product.) iMovie ’11 is used. After the workshop, if you don’t have a Mac with this version, you are welcome to use a computer in the Professional Development Center. If you Do have this version, and it’s on a laptop, you are urged to bring it to the workshop. Please indicate if you can do so when you register. (Note: 2-hour sessions)

- Tuesday, February 4, 2:00 – 4:00
- Thursday, March 13, 10:00 – Noon
Microsoft Office 2010 Workshops (Windows)

Introduction to Microsoft Word 2010
This workshop offers an overview of commonly used features in Word 2010, including formatting text and paragraphs, using styles, tables, graphical elements, headers & footers and cover pages. You will also learn how to work with AutoFormat, proof your document and use Track Changes. (Note: 2-hour sessions)

- Friday, February 28, 10:00 - 12:00
- Monday, April 14, 10:00 - 12:00

Advanced Tools Workshop Microsoft Word 2010
- One-on-one appointments, Contact Jennifer Azzaro

Introduction to Microsoft Excel 2010
This workshop offers an overview of the basics of Excel 2010. (Note: 2-hour sessions)

- This training is now offered as an open-entry, open-exit, fully online workshop. You can expect to spend approximately 2 to 3 hours to cover the material. Online help is available from Jon Townsend. Register for this workshop by replying to this email message.

  – OR – Register for a traditional face-to-face workshop:

- Wednesday, January 29, 10:00 – Noon
- Friday, February 7, 1:00 – 3:00
- Tuesday, April 1, 3:00 – 5:00

Intermediate Microsoft Excel 2010
This workshop is a follow-up to the Intro workshop and covers the following: Removing Duplicate Data; Relative & Absolute Cell References; Merge & Center; Paste from Clipboard and Paste Special; Linking files; AutoFill; Templates; Data Validation; Macros; Conditional Formatting; Protecting Worksheets; and Filters. (Note: 2-hour sessions)

- Thursday, February 20, 3:00 – 5:00
- Monday, March 10, 10:00 – Noon
- Friday, April 4, 1:00 – 3:00
- Thursday, May 15, 2:00 – 4:00

Advanced Tools Workshop Microsoft Excel 2010
This workshop covers the following tools: Basic Statistics; the logical IF function; Charts; Pivot Tables & Pivot Charts; and looking up a single value with VLOOKUP and HLOOKUP. (Note: 2-hour sessions)
• Monday, February 10, 10:00 – Noon
• Thursday, March 20, 3:00 – 5:00

**Introduction to Microsoft PowerPoint 2010**
This workshop offers an overview of the basics of PowerPoint 2010. (Note: 2-hour sessions)

• Monday, February 3, 3:00 – 5:00
• Tuesday, March 11, 10:00 – Noon
• Tuesday, April 15, 2:00 – 4:00

**Advanced Microsoft PowerPoint 2010**
Prerequisite: You must have taken the introductory workshop or already be familiar with making a new slideshow using *Themes* in PowerPoint 2010. Topics covered include: Hyperlinks; Animation of text and images; adding an Excel chart; adding audio; adding video; and embedding a YouTube or other online video. (Note: 2-hour sessions)

• Tuesday, February 11, 10:00 – Noon
• Friday, March 7, 2:00 – 4:00

**Campus Tools Training**

**DocuShare Training**
DocuShare is an online document repository that can be used to post documents for students to access over the Internet, or for campus workgroups to collaborate on projects. Go Green and use electronic documents instead of paper!

• This training is being offered as an open-entry, open-exit, fully online workshop. You can expect to spend at least 45 minutes to cover the material. Online help is available from Jon Townsend. Register by replying to this email message.

  – **OR** – Register for a traditional face-to-face workshop:

• Friday, February 28, 3:00 – 4:00
• Wednesday, April 9, 2:30 – 3:30

**Zimbra Calendar Training**
This workshop provides a thorough overview of the Zimbra Calendar. You will learn how to: Send and accept meeting proposals; Auto-pick the next available meeting time; View "next best" times when most or some attendees are available; Track who is and is not attending your meeting; Create multiple calendars; Share calendars with other users; Reserve rooms; Create "banner" events; Print your schedule. (Note: 90 minute sessions)

• Thursday, February 20, 10:00 - 11:30
- Friday, March 14, 10:00 - 11:30

**Zimbra Email Training**
- One-on-one appointments, Contact Jennifer Azzaro

**Cognos Reports**
View Available Balances in your Kuali accounts. Look up the balance of a single account, including budget, encumbrance and actuals. View transactions made under a particular account. Pull up available balances by Organization Code. See open encumbrances against an account. Save, schedule and email reports automatically! (Note: 90 minute sessions)

- Thursday, February 27, 10:30 - 12:00
- Wednesday, March 19, 10:30 - 12:00

**Teaching online with Etudes (also for Hybrid and Web-enhanced courses)**
Etudes is the online learning management system supported by the college for fully online, hybrid, and Web-enhanced courses. This training is open to all faculty, staff and managers interested in online instruction.

*If you wish to use Etudes in your course you must successfully complete the assigned work and attend all four sessions in one track of this training.* The training is offered in hybrid format. You will have work to do online in addition to the in-class time listed below. (A fee-based fully online training option is also available from Etudes, Inc. [http://etudesproject.org/training.htm](http://etudesproject.org/training.htm))

If you have already completed Etudes training, you are welcome to attend any portion of this training as a refresher. **NEW USERS Must attend all four sessions. If you wish to attend as a refresher course, contact Jennifer Azzaro or Jon Townsend to find out the best day(s) for you to attend, based on topics to be covered.**

- TRACK 1: Wednesdays, 3:00 – 5:00, February 19, 26, and March 5, 12
- TRACK 2: Thursdays, 3:00 – 5:00, April 3, 10, 17, & 24

Select either Track 1 or Track 2.

**Online Faculty Workshops**

**Etudes Tool Review: Assignments, Tests and Surveys (AT&S)**
This workshop is for current Etudes users wishing to brush-up on the AT&S tool.

- Wednesday, February 5, 3:00 - 5:00
- Thursday, March 6, 3:00 - 5:00
**Etudes Tool Review: Course Map & Activity Meter**
This workshop is for current Etudes users wishing to review the Course Map and Activity Meter tools.

- Thursday, February 6, 3:00 - 4:30
- Monday, March 3, 3:30 - 5:00

**Etudes Tool Review: Discussion and Private Messages**
This workshop is for current Etudes users wishing to review the Discussion and Private Messages tool. Material to be covered includes the differences between Categories, Forums and Topics, the three methods of using grading, and designing a Discussion structure to support your course.

- One-on-one appointments, Contact Jon Townsend

**Incorporating YouTube and other free online video into an Etudes course**
Take a look at ways short (or long!) video clips can be used to help explain concepts, demonstrate a process, spark a discussion, or show a place, object, or person. During the workshop you will be given a list of many online sites containing free video content. You will also have a chance to add a video to one of your courses in Discussions or Modules.

- Thursday, January 30, 3:00 – 4:00
- Wednesday, March 19, 3:00 – 4:00

**Macintosh Workshops: One-on-one or small group**
Contact the PDC if you’re interested <prodevcenter@deltacollege.edu>

**Introduction to Microsoft Excel 2011 for Macintosh**
This workshop offers an overview of the basics of Excel 2011. (allow 2-hours)

**Intermediate Microsoft Excel 2011 for Macintosh**
Prerequisite: You must have taken the introductory workshop or already be familiar with the basic operation of Excel 2011. The workshop covers the following: Removing Duplicate Data; Relative & Absolute Cell References; Merge & Center; Paste Special; Linking files; AutoFill; Templates; Data Validation; Macros; Conditional Formatting; Protecting Worksheets; and Filters. (allow 2-hours)

**Advanced Tools Workshop Microsoft Excel 2011 for Macintosh**
Prerequisite: You must have taken the introductory workshop or already be familiar with the basic operation of Excel 2011. This workshop covers the following tools: Basic Statistics; the
logical IF function; Charts; Pivot Tables & Pivot Charts; and looking up a single value with VLOOKUP and HLOOKUP. (allow 2-hours)

**Introduction to Microsoft PowerPoint 2011 for Macintosh**
This workshop offers an overview of the basics of PowerPoint 2011. (allow 2-hours)

**Advanced Microsoft PowerPoint 2011 for Macintosh**
Prerequisite: You must have taken the introductory workshop or already be familiar with making a new slideshow using Themes in PowerPoint 2011. Topics covered include: Hyperlinks; Animation of text and images; adding an Excel chart; adding audio; adding video; and adding a YouTube or other online video. (allow 2-hours)