- Grant proxy access to others for his/her calendar, and
- Access someone else's calendar by proxy.

PowerPoint

PowerPoint 1: Introduction

PowerPoint is a desktop presentation program that turns ideas into professional, convincing presentations. PowerPoint lets the user create slides that include text, graphics, and charts, which can displayed as an electronic slide show on any computer. Participants will learn options available to make a presentation exciting and dynamic.

Notes:

Those who attend this workshop should have a solid working knowledge of the basics of using Windows.

No prior experience with PowerPoint or other presentation software is required.

Course Objectives:

In this workshop the participant will learn to:
- Create a new presentation from a template,
- Insert new slides,
- Enter and edit text,
- Use various views of the slide show,
- Choose a design and color scheme for the slide show,
- Change the background of slides,
- Insert, move and re-size graphics on slides, and
- Save, preview, and present the slide show.

January 11   1:00 p.m.-   3:00 p.m.   Library, room 028

PowerPoint 2: Creating a Jeopardy-type Game

Faculty looking for a fun way to quiz students on facts may be interested in creating a version of the famous "Jeopardy" game. In this workshop participants will learn how easy it is in PowerPoint to create the board, add the "answers" (with graphics and sound, if desired), and even link to the "correct responses" to reinforce students learning. There is plenty of room for creativity as participants have a "Daily Double" amount of fun learning this exciting use of PowerPoint as a teaching tool.

Notes:

Those who attend this workshop should have already taken Introduction to PowerPoint and/or have a solid working knowledge of PowerPoint.

Course Objectives:

In this workshop the participant will learn to:
- Create a table in a slide,
- Insert values into the cells of a table,
- Add graphics and sounds (if desired), and
- Create links to navigate to other slides ("answers", "correct responses", "Daily Double", and the category board).

March 16   9:30 a.m.- 11:00 a.m.   Library, room 028

PowerPoint 3: Multimedia

Multimedia is a combination of video, audio, animation, and graphics. Adding multimedia to slide shows is a great way to make them more interesting to an audience. In this workshop the participant will learn how to create slides that contain not only text and pictures, but also sounds and even video clips.

In order to use all of the available multimedia features, the PC must be multimedia-ready, which means it needs CD-ROM, a sound card, speakers, and a microphone (if any sound is to be recorded). If plans include using video clips, the computer will also need to have enough speed and power to manage the extra load.

Notes:

Participants should have a solid working knowledge of PowerPoint.

Course Objectives:

In this workshop the participant will learn to:
- Insert sound files into a presentation,
- Add voice narration to slides,
- Insert a video clip, and
- Automate the multimedia in the presentation.

February 23   2:00 p.m.-   4:00 p.m.   Library, room 028
March 28   10:00 a.m.- 12:00 p.m.   Library, room 028

PowerPoint 4: Active Learning Using PowerPoint

This workshop will introduce the participant to the strategies required to turn a simple PowerPoint PRESENTATION into a PowerPoint EDUCATION. After reviewing the typical uses of PowerPoint, the participant will be guided through the process and strategies to change the presentation into one that focuses on engaging the learner and modeling an active, learner centered environment.

Notes:

Those who attend this workshop should have already taken *Introduction to PowerPoint* and/or have a solid working knowledge of PowerPoint.

Course Objectives:

In this workshop the participant will learn to:
- Identify active learning characteristics,
- Identify active learning examples in PowerPoint,
- Create an outline for active learning focused PowerPoint, and
- Create or modify a presentation that is based on an active pedagogy.

March 27   2:30 p.m.-   4:30 p.m.   Library, room 028
April 10   9:30 a.m.- 11:30 a.m.   Library, room 028

Excel

Excel 1: Introduction

Excel is a powerful spreadsheet software program that allows the user to make quick and accurate numerical calculations. Entering data is quick and easy, and Excel can then instantly perform any type of calculation on it. Excel can also make the information look sharp and professional. The uses for Excel are limitless: financial reports, household budgets or investment portfolios, or statistical analysis. This workshop will show the participant how the ease and power of Excel can help with even the most tedious or difficult "number crunching" tasks.

Notes:

Those who attend this workshop should have a solid working knowledge of the basics of using Windows. No prior experience with Excel or other spreadsheet software is required.

Course Objectives:

In this workshop the participant will learn to:

- Use Excel menus, toolbars and icons, shortcut keystrokes and mouse commands;
- navigate around a spreadsheet;
- enter and edit various types of data;
- select a data range and to work within it;
- enter formulas to perform calculations;
- use AutoSum to create simple formulas;
- use AutoFill to enter data;
- use AutoFit to adjust column and row sizes;
- format numbers; and
- save, preview and print a spreadsheet.

Excel 2: Charts

A chart illustrates data, relationships, or trends graphically. I like the saying "a picture is worth a thousand words," charts are often better at presenting information than hard-to-read numbers in a table or spreadsheet.

In this workshop, the participant will learn how to select an appropriate chart type for his/her purposes, create and format a chart, and import the chart into PowerPoint or Word.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Excel.

Course Objectives:

In this workshop the participant will learn to:

- Create a chart,
- select a chart type,
- change a chart's source data,
- format elements in a chart, and
- import charts into Microsoft PowerPoint or Word.

January 16   9:30 a.m.- 11:30 a.m.   ATRC, Normal Hall, room 120

Excel 3: Formulas

Formulas are the heart and soul of a spreadsheet. Without formulas, Excel would be nothing more than a grid used to enter numbers and text. As this workshop will show, formulas can do a lot more than just adding, subtracting, multiplying and dividing. Excel has numerous functions that can be used to create complex financial and statistical calculations. In this workshop the participant will learn how to create formulas, from the simplest to the more complicated, using automatic features and functions built into Excel.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Excel.

Course Objectives:

In this workshop the participant will learn to:

- Use the AutoSum feature to create a simple formula,
- use the AutoFill feature to copy formulas,
- create a formula manually,
- combine various Excel functions to create formulas,
- create and use range names,
- use the IF function to create conditional formulas,
- display and print formulas, and
- use the Trace Error button to fix formula errors.

Excel 3: Formatting

Everyone wants his/her Excel worksheet to look good without spending too much time fussing with it. This workshop will offer tools and tips —editing and formatting cells, rows and columns; adding style with fonts, borders and colors; and checking print options - to assure the output has a professional look.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Excel.

Course Objectives:

In this workshop the participant will learn to:

- Edit, cut, copy and paste cell values;
- paste special items;
- use Undo and Redo multilevel features;
- format fonts and numeric values;
- insert columns, rows or cells;
- adjust column width and row height, and use AutoFit;
- apply borders and colors;
- use the Format Painter and AutoFormat;
- create and apply a custom format;
- apply fancy and conditional formatting; and
- check print options and preview the worksheet.

Excel 4: Gradebooks

Excel can provide an easy-to-use tool to manage grades for classes. A worksheet can be used to summarize, calculate, and even assign letter grades. In this worksheet several scenarios will be presented to help the participant learn how to apply formulas and functions to suit his/her individual style.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Excel. Previous experience with formulas and functions is recommended.

Course Objectives:

In this workshop the participant will learn to:

- Design and create a grade worksheet,
- set up formulas to sum scores and calculate percentages, and
- use a function to assign letter grades, if desired.

January 29   10:00 a.m.- 12:00 p.m.   Library, room 028
February 7   9:30 a.m.- 11:30 a.m.   Library, room 028

Excel 5: Large and Multiple Worksheets

Financial and numeric information often does not fit on a single page. For example, a business's financial statement usually has several pages: an income page, a cash-flow page, and so on. Similarly, Excel's workbooks contain several worksheets. In this workshop, the participant will learn how to work with and manage workbooks, and how to produce a report that looks good when printed.

Course Objectives:
In this workshop the participant will learn to:
- Navigate between the sheets in a workbook;
- insert, delete, rename, and move worksheets;
- work with several worksheets and workbooks;
- split and freeze a window;
- reference external data;
- add headers, footers, and page numbers to a worksheet;
- specify what gets printed and where the page breaks;
- adjust the margins, page size and orientation, and print scale;
- protect and hide a worksheet;
- create and use a template; and
- consolidate multiple worksheets.

Notes:
Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Microsoft Excel.

January 30   9:30 a.m.- 11:30 a.m.   ATRC, Normal Hall, room 120

Excel 6: Lists and Data Validation

Excel can keep track of information in lists or databases, such as telephone numbers, clients, and employee rosters. Once a list has been created in Excel, it can be used to easily find, organize and analyze the information with Excel's rich set of list-management features. In this workshop the participant will learn how to create a list, then add, modify, delete and find information in it. The participant will also learn how to use filters to display specific information, such as records from a specific zip code.

Course Objectives:
In this workshop the participant will learn to:
- Create a list;
- add, find, edit, and delete records;
- sort a list;
- use the AutoFilter to filter a list;
- create a custom AutoFilter;
- create and use an advanced filter; and
- use data validation when entering records to a list.

Notes:
Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Microsoft Excel.

February 27   9:30 a.m.- 11:30 a.m.   ATRC, Normal Hall, room 120

Excel 7: Pivot Tables

Once a list has been created in Excel, there are many ways to analyze its data. This workshop explains some of the more advanced and powerful methods of analyzing list information. Using the PivotTable feature is often the best way to summarize and analyze list data—which is why we'll spend more than half of the workshop discussing it. A PivotTable is a way to summarize list information. This workshop explains the ins and outs of PivotTables—how to create them, modify their structure, and edit the data a PivotTable is based on. This workshop also includes lessons on several other ways to summarize and analyze worksheet information, such as how to use Excel's subtotal function, how to create database-specific formulas, and how to outline worksheets.

Course Objectives:
In this workshop the participant will learn to:
- Create a PivotTable,
- change or "Pivot" a PivotTable,
- use the Page Field to filter what data is displayed in a PivotTable,
- group information in a PivotTable,
- create and work with subtotals,
- group information in a PivotTable by date,
- use Database functions (DSUM),
- use Lookup functions (VLOOKUP), and
- group and outline a worksheet.

Notes:
Those who attend this workshop should have already taken Introduction to Excel and/or have a solid working knowledge of Excel.

March 13   9:30 a.m.- 11:30 a.m.   ATRC, Normal Hall, room 120

Excel 8 : Macros

Performing the same task over and over again in Excel can be made easier and more efficient by creating a macro. Participants in this workshop will learn how to record and play a macro, and assign shortcut keys or a toolbar button to the macro. Some editing of Visual Basic, the language of macros, will be introduced.

Course Objectives:
In this workshop the participant will learn to:
- Record and play a macro,
- assign a shortcut key and add a button to the toolbar for the macro, and
- enhance a macro via simple Visual Basic (VB) edits.

February 13   9:30 a.m.- 11:30 a.m.   ATRC, Normal Hall, room 120

Word

Mail Merge

Performing a mail merge isn't as difficult as some think it is, but there are several steps involved before the final product is produced, whether it is a letter, a set of mailing labels, or another document. In addition to the name, address and other personal information, the content can be customized as well, based on the data

provided. This workshop will lead participants through the process step-by-step, and will demonstrate how much time and work can saved by letting Word do most of the work!

Notes:
Those who attend this workshop should have a solid working knowledge of Word.

Course Objectives:
In this workshop the participant will learn to:
- Create a mailing list for use in Word Mail Merge,
- select and sort recipients,
- create a document containing merge fields,
- merge data into the document for printing or saving,
- use an existing mailing list to import data into a mail merge document, and
- create conditional text to customize the content.

| January 31 | 10:00 a.m.- 11:30 a.m. | ATRC, Normal Hall, room 120 |
| March 20 | 9:00 a.m.- 10:30 a.m. | ATRC, Normal Hall, room 120 |

Access

Access 1: Tables and Fields

With so much data to manage, it is a common need to create a database, or to understand an existing database. This session will discuss fields and their properties, tables and how they relate to each other, and principles of relational databases.

Notes:
Participants should be familiar with Windows and Microsoft Office usage. No prior database experience is required.

Course Objectives:
In this workshop the participant will learn to:
- Plan a database,
- create a table using a wizard,
- create a table from scratch, and
- modify field properties.

| February 1 | 8:30 a.m.- 10:30 a.m. | Library, room 028 |

Access 2: Queries

Getting data into an Access database; getting data you need out of the database another. This workshop will discuss queries: how to create them, different types, and some practical uses to help participants use a database efficiently.

Notes:
Participants should be familiar with Windows and Microsoft Office usage, and MUST have attended the Tables and Fields workshop.

Course Objectives:
In this workshop the participant will learn to:
- Relate tables based on a common field,
- set options for referential integrity,
- write a simple query that selects data,
- sort data within a query,
- add a calculated field to a query, and

- create parameters for a query.

| February 8 | 8:30 a.m.- 10:30 a.m. | Library, room 028 |

Access 3: Forms and Reports

In order for an Access database to run efficiently and provide correct information, the data must look good, both going in and coming out. This workshop discusses reports and forms: how to create them, properties of each, and formatting, so participants can present their information in the best possible way.

Notes:
Participants should be familiar with Windows and Microsoft Office usage, and MUST have attended the Tables and Fields workshop. Attendance of the Queries workshop is preferred, but not required.

Course Objectives:
In this workshop the participant will learn to:
- Create a report using AutoReport,
- move and re-size fields and labels,
- group and sort records,
- create calculated controls,
- create a form using AutoForm,
- change the tab order,
- work with form properties, and
- create a subform.

| February 15 | 8:30 a.m.- 10:30 a.m. | Library, room 028 |

Project

Project 1: Planning A Project—Tasks

The first of a multi-session workshop, this session will introduce participants to Microsoft Project, a high-powered project management tool that can used to control and track any kind of project. Planning the project is a necessary prerequisite, however, and this will be discussed prior to participants becoming familiar with the screens and elements of the software. Then the activity will turn to project tasks and how Project can organize and relate them in a meaningful way to progress toward the project goals.

Notes:
Those who attend this workshop should be familiar with using a PC with keyboard and mouse in a Windows environment.

Course Objectives:
In this workshop the participant will learn to:
- Understand the basic steps of planning a project;
- enter project information;
- set the Working Time Calendar;
- create a new Calendar;
- adjust the timescale;
- save a project file, baseline plan and interim plan;
- enter tasks and durations;
- create Milestones and recurring tasks;
- insert, delete, copy and move task;

- link, unlink and split task;
- overlap or delay task;
- set task deadlines and constraint; and
- assign a task calendar.

February 8   2:00 p.m. -   4:00 p.m.   Library, room 028

Project 2: Resources—Views

In this second session of the series, the focus will be on resources—the people, materials and equipment needed to complete a project. Project helps a manager track the cost and availability, as well as assignments of tasks to resources. Then the emphasis will shift to views, tables and reports: various ways project information can be seen from different angles, such as the critical path, resource over allocation, and task or resource details.

Notes:
Participants **must** have attended the **first** session of this series of Project workshops.

Course Objectives:
In this workshop the participant will learn to:

- Create a resource list;
- enter resource availability and change resource schedules;
- group resources;
- assign work and material resources;
- enter resource costs and fixed costs;
- view costs;
- use Common Views, More Views, and Split Views;
- use tables and filters;
- view sorted and grouped Information;
- view the project's critical path;
- view task or resource details; and
- print a view, or print a view as a report.

February 15   2:00 p.m.-   4:00 p.m.   Library, room 028

Project 3: Updating Progress, Balancing Resources

The third of a multi-session workshop, this session picks up in the middle of a current project. Participants will learn how to update tasks, make sure resources are working at the correct pace, and monitor the current status, allowing the project manager catch problems before they get out of hand. Then the attention will turn to balancing project progress - adjusting resource work, in particular. Oftentimes, problems that seem too large to handle can be easily fixed with a bit of careful resource work or cost balancing. This part of the workshop will be a valuable guide to handling problems that occur in real-life situations.

Notes:
Participants **must** have attended the first **two** sessions of this series of Project workshops.

Course Objectives:
In this workshop the participant will learn to:

- Update tasks, resources and costs;
- check duration, work and cost variance;
- view project statistics;

- check Earned Value;
- identify and fix project trouble spots;
- identify resource over allocation;
- balance Resources automatically or manually;
- reassign resource work; and
- schedule resource overtime.

March 15   2:00 p.m.-   4:00 p.m.   Library, room 028

Project 4: Reports; Managing Multiple Projects

This fourth and final session in the series starts off by looking at reports that a project manager can share with others. Participants will learn how to format, customize, define and sort information in reports so they are tailored to certain people. Then the direction will change to address another real-world scenario: multiple projects. A manager may need to see total individual workloads and schedules for resources for multiple project assignments, which can help them plan for future long-term resource allocations. Participants will learn how to view and share information between multiple project files using advanced management techniques like consolidating project files and creating a shared resource pool.

Notes:
Participants **must** have attended the first **three** (3) sessions of this series of Project workshops.

Course Objectives:
In this workshop the participant will learn to:

- Choose an appropriate report,
- define report contents,
- sort a report,
- add page elements to a report,
- save a project as a web page,
- consolidate a project,
- create a link between projects,
- share a resource pool,
- view multiple critical paths,
- save a workspace, and
- save consolidated project baselines.

March 22   2:00 p.m.-   4:00 p.m.   Library, room 230

ISecUre

Getting Started

ISecUre allows users to store files on a server that is accessible via the Web, and to share those files with others. Permissions can be set to allow others to collaborate by modifying files; version control is also featured, to track document history.

Notes:
IMPORTANT! In order to participate in this workshop, participants must already have a ISecUre account. Requests should be directed to the OIT Help Desk, phone 237-2910 or e-mail **cchelp@isugw.indstate.edu.**

Course Objectives:
In this workshop the participant will learn to:

- Create folders in a ISecUre account;
- upload files into a ISecUre account;
- set permissions for file sharing;
- set up a Web folder on the local computer;
- set up version control, and to check documents in and out, and
- set subscriptions to send notifications of actions, as desired.

WebForms

January 19	3:00 p.m.-	4:30 p.m.	Library, room 230
February 6	2:00 p.m.-	3:30 p.m.	Library, room 028
February 21	9:30 a.m.-	11:00 a.m.	Library, room 028
March 27	9:30 a.m.-	11:00 a.m.	Library, room 028
April 17	2:00 p.m.-	3:30 p.m.	Library, room 028

WebForms 1: Creating an Online Survey

In this workshop, participants will learn the basics of building a web survey using Web Forms. Web Forms simplifies the posting of online surveys, and it then allows the researcher to analyze the data collected from the survey online or to export them to other applications.

Notes:
No prior experience with WebForms or other online survey tools is required. **IMPORTANT!** Those attending this workshop must have a WebForms account prior to the training workshop. Request a Web Forms account at **http://webforms.indstate.edu/webforms-account-request**; allow two working days for processing the request.

Course Objectives:
In this workshop the participant will learn to:
- Set up an online survey within WebForms,
- add questions to a survey, and
- review the survey results online or by using Web Forms' export feature.

January 23	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
February 20	3:00 p.m.-	4:30 p.m.	Library, room 120
March 29	12:00 p.m.-	2:00 p.m.	ATRC, Normal Hall, room 120

WebForms 2: Rules

Sometimes a particular response to an individual question in a survey should direct a respondent to a different set of questions. In WebForms, rules make such branching possible. It takes careful planning and conceptual thinking about the structure of the survey, but the process is not necessarily difficult. This workshop will help participants learn how to set up such branching within a survey, and how to write appropriate rules to accomplish that.

Notes:
Previous experience in creating a survey in WebForms is required. **IMPORTANT!** In order to participate in this workshop, the participant **must** have an active WebForms account and **must** have created at least one survey using WebForms.

Course Objectives:
In this workshop the participant will learn to:

- Structure the paths of a survey,
- decide where branching needs to take place, and
- write rules to direct respondents to appropriate questions

January 30	3:00 p.m.-	4:30 p.m.	ATRC, Normal Hall, room 120
March 14	9:30 a.m.-	11:00 a.m.	Library, room 028

Personal Response System (PRS)

Using a Personal Response System

Many people have seen a personal response system (PRS) used on television; for example, when an audience votes for the funniest video, or when a quiz show contestant calls on the audience as a "lifeline". PRS is now being used in classrooms to allow students—even the shy ones—to participate more freely, and to provide instant feedback to the instructor. A summary of responses can be viewed real-time in graph format, and individual responses can be tracked and recorded, if desired, simplifying the grading process. This workshop will give participants the practical steps for using PRS—setting up rosters, lessons, sessions and gradebooks. Many are already brainstorming possible ideas for this exciting new technology for interacting with students. The possibilities for active learning activities are innumerable.

Notes:
Workshop registrants should have the ability to create a slide presentation using PowerPoint.

Course Objectives:
In this workshop the participant will learn to:
- Install free PRS software from the vendor;
- create class rosters;
- create response maps and view response charts,
- create lessons in PowerPoint for use in PRS,
- conduct a PRS session, and
- record and view grades in PRS, if desired.

Technology-Enhanced Classrooms

New Tools for Instruction

The term technology-enhanced classroom refers to any room which has the equipment and systems to support the presentation of teaching materials. With the use of computers, Sympodiums, projectors, smart boards, and other such equipment, faculty and students at Indiana State University have the ability to present with many visual-aids. In this workshop the participant will be able to work hands-on with the different types of equipment found in classrooms on campus. (Private sessions can also be arranged.)

Notes:
Participants must have basic computer knowledge.

Course Objectives:
In this workshop the participant will learn to:
- Log in to computer equipment,
- find and recognize equipment in technology-enhanced classrooms,

- understand the functionality of equipment,
- utilize the projector for the computer as well as the VCR or DVD player,
- operate any remotes present in the equipment cabinet, and
- properly shut down equipment.

Breeze

Notes:

IMPORTANT! Participants must have a Breeze account prior to the workshop session they will be attending. For more information on Breeze accounts, go to http://www.indstate.edu/cirt/instruction/breeze/breeze.htm and check the links on the right side of the web page. To request a Breeze account, go to http://webforms.indstate.edu/breeze to complete and submit the completed form. Allow two working days for processing.

Cameras, headsets and microphones will be provided to participants for the workshop.

Breeze 1: Breeze Presenter

Breeze is a suite of presentational software tools from Macromedia. This workshop will discuss using Breeze Presenter to make a PowerPoint presentation easily Web-accessible by converting it to a Flash file. It is also possible to add voice narration and republish the presentation so an audio element would be available to those viewing the presentation.

We recommend that participants attend Breeze Presenter training prior to Breeze Meeting training.

Course Objectives:
In this workshop the participant will learn to:
- Download the Breeze software and PowerPoint plug-in,
- obtain Breeze documentation and online help,
- publish a PowerPoint presentation to the Breeze server,
- view a published PowerPoint presentation on the Web, and
- add voice annotations to a PowerPoint presentation.

January 22	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
February 2	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
February 27	2:30 p.m.- 4:30 p.m.	ATRC, Normal Hall, room 120
March 26	10:00 a.m.- 12:00 p.m.	ATRC, Normal Hall, room 120
April 10	2:30 p.m.- 4:30 p.m.	ATRC, Normal Hall, room 120

Breeze 2: Breeze Meeting

Breeze is a multiuse tool from Macromedia. This workshop will discuss how to conduct a live Breeze Meeting session via the Web, including a PowerPoint presentation and chat.

We recommend that participants attend Breeze Presenter training prior to Breeze Meeting training.

Course Objectives:
In this workshop the participant will learn to:
- Download the Breeze Meeting software,
- create a new Breeze meeting using the basic layout,
- set up the camera and voice pod,
- load content for use in a meeting,

- run a PowerPoint slide show in a meeting,
- use the Chat feature to interact with attendees, and
- record a Breeze meeting.

February 16	10:00 p.m.- 12:00 p.m.	ATRC, Normal Hall, room 120
March 23	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
April 5	9:30 a.m.- 11:30 a.m.	ATRC, Normal Hall, room 120
April 20	2:30 p.m.- 4:30 p.m.	ATRC, Normal Hall, room 120

Breeze 3: Breeze 5 Features

Breeze is a suite of presentational software tools from Macromedia. This workshop will introduce participants to some of the features of Breeze beyond what is covered in the "Getting Started" workshops. As time allows, demonstrations and a question-answer time will go into more depth of particular features of interest to the group of attendees.

Participants should have already attended the Breeze Presenter and Breeze Meeting "Getting Started" workshops and have some experience with the basics of using Breeze Meeting.

Workshop materials will not include copies of Macromedia documentation, but participants will be directed to resources where this can be obtained at no additional cost.

Course Objectives:
In this workshop the participant will learn to:
- Obtain Macromedia documentation about Breeze software,
- view demonstrations of many of the features of Breeze, and
- use particular features of Breeze available at ISU (as time allows and depending on the interest of the particular group attendees at a session)

February 19	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
April 6	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Captivate

Introduction

Captivate allows the user to create visual tutorials by capturing images or actions from the computer screen. Voice narration can also be added to create online "video" as a teaching tool.

Course Objectives:
In this workshop the participant will learn to:
- Capture still images from the screen,
- capture a sequence or series of actions from the screen,
- add voice narration to the sequence,
- edit the captured sequence,
- adjust the timing of features for the sequence, and
- save or publish a Captivate video.

February 5	10:00 a.m.- 12:00 p.m.	ATRC, Normal Hall, room 120
April 12	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
April 17	9:30 a.m.- 11:30 a.m.	ATRC, Normal Hall, room 120

Customized Private Session

The CIRT staff can provide consultations and training for individuals or small groups, with content and materials tailored to specific needs. These personal, face-to-face sessions can be arranged to fit your schedule, and may be conducted in the center's facilities or at a location of your choosing. To request a "customized private session" for a particular topic, you can sign up at **http://cirt-training.indstate.edu** and click on the appropriate button (faculty/ staff, graduate students, undergraduate students) to take you to the current program schedule or call CIRT at **2676**.

Student IT Education Program

To supplement information technology training received in select credit courses, the Center for Instruction, Research, and Technology (CIRT) offers workshops to Indiana State students to gain additional computing and software skills. Pre-registration is available and can be completed online at **http://www.indstate.edu/cirt/pd/students.htm**.

Presentation Tools

PowerPoint 2: Adding Multimedia to Your Presentation

January 18	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
February 5	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
March 1	1:00 p.m.- 3:00 p.m.	ATRC, Normal Hall, room 120
April 3	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
April 19	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Word Processing Tools

Word 3: Styles and Formatting

February 6	10:00 a.m.- 11:30 a.m.	ATRC, Normal Hall, room 120
February 28	9:00 a.m.- 10:30 a.m.	ATRC, Normal Hall, room 120
April 12	10:00 a.m.- 11:30 a.m.	ATRC, Normal Hall, room 120

Database Design Tools

Access 1: Tables and Fields

March 12	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Access 2: Queries

March 19	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Access 3: Reports and Forms

April 2	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Project Management Software

Project Management: Overview

February 12	10:00 a.m.- 12:00 p.m.	ATRC, Normal Hall, room 120

ISU Computing Resources

Research and Data Analysis Tools

Cdigix: Discover Free Digital Music

January 11	3:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
January 29	2:00 p.m.- 3:00 p.m.	ATRC, Normal Hall, room 120
March 27	1:00 p.m.- 2:00 p.m.	ATRC, Normal Hall, room 120

SPSS 1

March 15	9:30 a.m.- 11:30 a.m.	ATRC, Normal Hall, room 120

SPSS 2

April 9	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Web Forms: Creating an Online Survey

January 23	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
March 29	12:00 p.m.- 2:00 p.m.	ATRC, Normal Hall, room 120

Instructional Technologies

LiveText 2: Personalize Your Portfolio

February 14	1:00 p.m.- 2:00 p.m.	ATRC, Normal Hall, room 120
March 28	4:00 p.m.- 5:00 p.m.	ATRC, Normal Hall, room 120

WebQuests: Creating a WebQuest with TrackStar

April 3	4:00 p.m.- 6:00 p.m.	ATRC, Normal Hall, room 120

Captivate: Introduction

January 22	9:30 a.m.- 11:30 a.m.	ATRC, Normal Hall, room 120
February 28	3:00 p.m.- 5:00 p.m.	ATRC, Normal Hall, room 120

Dragon Naturally Speaking: Control Your Computer with Voice

February 23	11:00 a.m.- 12:00 p.m.	ATRC, Normal Hall, room 120

Multimedia Development Tools

Windows Movie Maker: Introduction

February 21	12:00 p.m.- 2:00 p.m.	ATRC, Normal Hall, room 120
April 10	12:00 p.m.- 2:00 p.m.	ATRC, Normal Hall, room 120

Flash 1: Introduction

January 26	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
February 7	12:00 p.m.- 2:00 p.m.	ATRC, Normal Hall, room 120
February 13	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
March 1	3:00 p.m.- 5:00 p.m.	ATRC, Normal Hall, room 120

Flash 2: Buttons, Actions, and Intermediate Topics

March 29	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Apple iMovie and iDVD: Introduction

April 11	3:00 p.m.- 5:00 p.m.	Fine Arts Mac Lab, room 112

Podcasting: Creating a Podcast with GarageBand

March 29	3:00 p.m.- 5:00 p.m.	Fine Arts Mac Lab, room 112
April 11	12:00 p.m.- 2:00 p.m.	Fine Arts Mac Lab, room 112

Photoshop 1: Introduction
February 6	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
March 14	3:00 p.m.- 5:00 p.m.	ATRC, Normal Hall, room 120

Photoshop 2: Intermediate Topics
February 20	1:00 p.m.- 3:00 p.m.	ATRC, Normal Hall, room 120
April 17	3:00 p.m.- 5:00 p.m.	ATRC, Normal Hall, room 120

Photoshop 3: Designing Web Pages with Photoshop and ImageReady
March 13	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
April 13	12:00 p.m.- 2:00 p.m.	ATRC, Normal Hall, room 120

Illustrator: Introduction
March 15	3:00 p.m.- 5:00 p.m.	ATRC, Normal Hall, room 120
April 18	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Web Development Tools

FrontPage 1: Building Your Personal Web Site on the Sapphire Server
January 24	10:00 a.m.- 12:00 p.m.	ATRC, Normal Hall, room 120
February 15	1:00 p.m.- 3:00 p.m.	ATRC, Normal Hall, room 120
March 22	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

FrontPage 2: Designing Webpages with Cascading Style Sheets (CSS)
February 1	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Dreamweaver 1: Introduction
March 2	10:00 a.m.- 12:00 p.m.	ATRC, Normal Hall, room 120
March 27	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Dreamweaver 2: Designing Web Pages with Frames
March 21	1:00 p.m.- 3:00 p.m.	ATRC, Normal Hall, room 120

Desktop Publishing Tools

InDesign: Introduction
March 28	1:00 p.m.- 3:00 p.m.	ATRC, Normal Hall, room 120

Publisher: Introduction
February 26	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Laptop Initiative

Getting Started with Your ThinkPad
January 16	2:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120
February 8	12:00 p.m.- 1:00 p.m.	ATRC, Normal Hall, room 120
February 21	3:00 p.m.- 4:00 p.m.	ATRC, Normal Hall, room 120

Computer-Based Training (CBT)

Computer-based training (CBT) is another option CIRT offers the ISU community. Because it is Web-accessible, faculty, staff, and students can learn any time and anywhere they have an Internet connection. Topics include software packages, programming languages, and preparation for certification examinations. Most modules have basic, intermediate, and advanced levels, and the smaller lesson units allow for self-pacing and review of content. Faculty can easily incorporate CBT into their curriculum; staff can use these courses for professional development and to improve job performance; and students can supplement what they are learning in the classroom or prepare to gain certifications that will give them an advantage toward employment in information technology. To request a CBT account, go to **http://webforms.indstate.edu/cbt-account-request**. For more information, on this service, contact the CIRT staff at **2676** or **cirt-training@indstate.edu**.

A
A+ Certification: Levels 1-5
Access 2000: Beginning / Intermediate / Advanced
Access XP: Beginning / Intermediate / Advanced
Access 2003: Levels 1-3
Adobe InDesign CS Level 1-5
Adobe Indesign CS to CS2 Upgrade
Adobe Photoshop CS Level 1-6
ASP 3.0: Levels 1-6
ASP.NET: Levels 1-5
AutoCAD 2000: Levels 1-6

C
CCNA: Level 1-5
CompTIA A+ Certification (2003): Levels 1-10
CompTIA Inet+ Level 1-4
CompTIA Network + Level 1-4
CompTIA Project+ Level 1-4

D
Dreamweaver MX 2004 Level 1-3
Dynamic HTML: Levels 1-3

E
Excel 2000: Beginning / Intermediate / Advanced
Excel XP: Beginning / Intermediate / Advanced
Excel 2003: Levels 1-3 / Charts & Graphs / Database Features / Additional Topics / Tips & Tricks
Exchange 2000 Server System Administration: Levels 1-5
Exchange Server 5.5 to 2003 Migration

F
Flash 5: Levels 1-2 / Animation and Tweening / ActionScripting
Flash MX 2004 Level 1-4
FrontPage 2000: Beginning / Intermediate / Advanced
FrontPage 2003 Level 1-3

G
GroupWise Upgrade–5.5/6.0 to 6.5 Transition Course
GroupWise 6 End User: Beginning / Intermediate / Advanced
GroupWise 6.5 Essentials / PowerTools: Levels 1-2 / Web Access

H
HTML 4: Levels 1-6

I
i-Net+: Levels 1-4
ICDL/ECDL: Levels 1-7b

J
Java Advanced Programming: Levels 1-4
Java GUI Programming: Levels 1-4
Java Introduction: Levels 1-4
Java JDBC and Servlet Programming: Levels 1-4

L
Linux Essentials: Level 1-4
Linux Network Administration: Levels 1-5
Linux Professional Institute Certification (LPIC)
Linux System Administration: Levels 1-6

M
MCSA Upgrade Level 1-5
MCSE 2003 Designing Win Server 2003 AD and Network 70-297: Levels 1-3 / Network Security 70-298: Levels 1-3
MCSE 2003 Exchange Server 2003 70-284: Levels 1-5

Feedback and Opinions

The staff who provide information technology services to the Indiana State University community are committed to excellence, efficiency, and effectiveness. To better serve you, we want to know when the products, services, or information we provide could be improved in any way.

Please feel free to share your concerns, complaints, and suggestions.

Ed Kinley, Ph.D.
associate vice president and chief information officer
Gillum Hall 103D
812-237-2100
ed.kinley@indstate.edu

Robert English, Ph.D.
associate vice president of Academic Affairs
Parsons Hall 208
812-237-2307
renglish1@indstate.edu

Kenneth Janz, Ph.D.
director, Center for Instruction, Research, and Technology
Normal Hall 301F
812-237-9632
kjanz@indstate.edu

Susan Simkowski, Ed.D
associate director, Center for Instruction, Research, and Technology
Normal Hall 301G
812-237-8554
ssimkowski@indstate.edu