

ITG IT Training's

# In-Service Training for Faculty and Managers

Oregon Health & Science University

*Lecture-style customized training on GroupWise, Excel, PowerPoint and Word. Select topics from checklists on the following pages.*

*Training includes Quick Reference Guides that contain all topics taught in the session.*

*IT Training's in-service training requires:*

- *Participants' basic knowledge of the application*
- *A group of 10 or more participants*
- *Location in your work area to conduct the session*

*Fee: A \$25 fee is required to create the Quick Reference Guides and prepare for the session.*

*Contact:*

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## GroupWise 2003 In-Service Topics for Faculty/Managers

In-Service sessions do not include basic skills of the applications.

Estimated Time is for a lecture-style training session. No computer practice time is included in in-service training sessions. Distribute copies of this form to your faculty/managers to complete. Contact IT Training at 4-6677 when you are ready to schedule an in-service session.

Topic	Estimated Time	Interest Level – (circle one) 1=no interest to 5=high interest
<b>Address Book</b> – Changing columns, creating books, groups, internet aliases	12 minutes	1 2 3 4 5
<b>Attachments</b> – Saving, viewing, quick print tips	7 minutes	1 2 3 4 5
<b>Assigning Categories</b> – Organizing e-mail items by color-coding them; e.g., Follow-up, Urgent	5 minutes	1 2 3 4 5
<b>HTML Views</b> – What are they? How to switch from plain view to HTML view	2 minutes	1 2 3 4 5
<b>Contacts Folder</b> – Manage contacts from one of your personal address book. See names, depts., phone extensions, etc.	5 minutes	1 2 3 4 5
<b>Folder Management</b> – Creating, Moving, Deleting folders and Sharing Folders	10 minutes	1 2 3 4 5
<b>Junk Mail Handling</b> – How to set up your Junk Mail Folder: Standard and Aggressive methods discussed	12 minutes	1 2 3 4 5
<b>Setting up Notify and Alarms</b> – Alerts you when you have new e-mails or upcoming appointments	10 minutes	1 2 3 4 5
<b>Personalizing Subjects</b> – Changing the subject of an e-mail sent to you so it makes sense to <i>you</i>	5 minutes	1 2 3 4 5
<b>Creating Rules</b> – Examples: How to set up a date-activated vacation rule, or a rule to move e-mail to a folder that meets specific criteria	15 minutes	1 2 3 4 5
<b>Managing Sent Messages</b> – Resending, retracting and monitoring sent messages to see who has opened, read or deleted your messages	7 minutes	1 2 3 4 5
<b>Managing Archives</b> – How Archive works; How to clean up archives most efficiently; how to organize Archives for more efficient searches	12 minutes	1 2 3 4 5
<b>Checklist Folder</b> – Create a task list using existing e-mails, notes, tasks or by creating in the Checklist folder. Set up due dates and priorities.	7 minutes	1 2 3 4 5
<b>Creating Custom Views</b> – To send similar e-mails without rewriting the entire message each time	10 minutes	1 2 3 4 5
<b>Filtering Messages</b> – Display e-mails according to specific criteria; e.g., from a certain person or a certain word in the Subject. Once a filter has been created, it can be saved for future use.	12 minutes	1 2 3 4 5
<b>Find Results Folder</b> – Finds new e-mails matching your search criteria each time you open the find results folder.	12 minutes	1 2 3 4 5
<b>Proxy</b> – Granting proxy access to others and how to proxy to another user's GroupWise account	7 minutes	1 2 3 4 5
<b>Viewing the Calendar</b> – Different ways to view	5 minutes	1 2 3 4 5
<b>Marking Appointments Private</b> – To prevent people with proxy access from seeing confidential appointments	5 minutes	1 2 3 4 5
<b>Delegating Appointments</b> – You can't attend a meeting, and you want to delegate the meeting to another staff member's calendar.	2 minutes	1 2 3 4 5
<b>Scheduling Appointments, Notes and Tasks</b> – includes Busy Search	15 minutes	1 2 3 4 5
<b>AutoDate Appointments</b> – To post regularly scheduled meetings, vacations or holidays on your calendar	10 minutes	1 2 3 4 5
<b>Accessing GroupWise on the Web</b>	10 minutes	1 2 3 4 5

Name: \_\_\_\_\_ Comment: \_\_\_\_\_

## Excel 2003 In-Service Topics for Faculty/Managers

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Topic	Estimated Time	Interest Level – (circle one) 1=no interest to 5=high interest
<b>Formatting Tips</b> Adding Borders Adding Colors and Patterns Using the Format Painter Conditional Formatting	30 minutes	1   2   3   4   5
<b>Creating Chart Tips</b> Using Chart Wizard Formatting and Editing Chart Objects Changing Source Data Chart Options 3-D Charts	30 minutes	1   2   3   4   5
<b>Using Excel as a Simple Database</b> – A little known feature is the ability to create a simple database or list of information; e.g., names & addresses, inventory. You can sort and filter the information, or use it in a Word Mail Merge Creating a List Adding Records Sorting a List Filtering a List using AutoFilter	30 minutes	1   2   3   4   5
<b>Easy Formulas to Perform Common Excel Tasks</b> Using AutoSum Using the equal sign (=) Using AutoFill Quick Arithmetic Easy IF Statement	30 minutes	1   2   3   4   5
<b>Workbook Security Tips</b> Protecting a Worksheet/Workbook – make it Read-Only Hide Columns/Rows Password Protecting a Workbook	10 minutes	1   2   3   4   5

Name: \_\_\_\_\_

Comments: \_\_\_\_\_

## PowerPoint 2003 In-Service Topics for Faculty/Managers

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Topic	Time Needed	Interest Level – (circle one) 1=no interest to 5=high interest
<b>Quick Tips for Winning Presentations</b> – <i>not designed to be hands-on</i> Color Design Consistency Graphics Presenting	30 minutes	1 2 3 4 5
<b>Editing Tips</b> Inserting slides from other presentations Using Slide Sorter to rearrange your slides Inserting symbols and special characters Adding notes to your slides Running spell-check	30 minutes	1 2 3 4 5
<b>Formatting Tips</b> Using the Slide Master Changing the Color Scheme Changing the background of your slides Customizing bullets Adding headers and footers Changing the Page Setup	30 minutes	1 2 3 4 5
<b>Working with Graphics Tips</b> Inserting pictures Compress pictures Recoloring pictures to match color scheme Aligning and Grouping objects Applying shadows and 3-D effects Inserting and formatting WordArt	30 minutes	1 2 3 4 5
<b>Working with Tables and Charts Tips</b> Creating a table Formatting a table Creating a chart; e.g., Org Chart Modifying and Formatting an Org Chart	30 minutes	1 2 3 4 5
<b>Working with Multimedia Tips</b> Adding Sound Adding Video Clips Linking Cautions	30 minutes	1 2 3 4 5
<b>Animation Tips</b> Slide Transitions Using an Animation Scheme Using Custom Animation	20 minutes	1 2 3 4 5
<b>Delivering a Presentation</b> Creating a presentation that runs by itself Using Package for CD... Printing Options Sending presentation to Word	30 minutes	1 2 3 4 5

Name: \_\_\_\_\_ Comment: \_\_\_\_\_

## Word 2003 In-Service Topics for Faculty/Managers

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Topic	Estimated Time	Interest Level – (circle one) 1=no interest to 5=high interest
<b>Word Annoyances</b> How can I change settings, turn features off or on, and alter the way Word behaves? How can I get Word to stop helping me type? How do I tell the Office Assistant to go away? How do I turn off automatic hyperlinks? I don't see all my toolbar and menu items. How do I fix this?	15 minutes	1   2   3   4   5
<b>Formatting Tips</b> Cut and paste options Format Painter Show/Hide button Styles	30 minutes	1   2   3   4   5
<b>Page Layout Tips</b> Footnotes/Endnotes Headers/Footers Page Numbering Tabs/Indents Page Margins	30 minutes	1   2   3   4   5
<b>Mail Merge Tips</b> Using Excel as a data source Labels	30 minutes	1   2   3   4   5
<b>Tables Tips</b> Create a table Modify a table	30 minutes	1   2   3   4   5

Name: \_\_\_\_\_

Comments: \_\_\_\_\_