

DE ANZA OFFICE OF INSTRUCTION PRESENTS

^[employee] technology training

[FALL 2015]

[In Collaboration With De Anza Staff & Organizational Development]

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software boot camps

Get prepared for the school year by attending one of our application-focused boot camps! Each day includes three hours of software training, plus an additional two hours of work-time in the lab where you can get assistance with individual projects. Attend the whole day, or only attend the portions that interest you. Register at staffdevelopment@deanza.edu. Specify the blocks you plan to attend or indicate "full day" if you plan to attend them all.

[Microsoft Word] Tuesday, September 8

Reviewing Toolbar ⊙ 9-10a
Using Templates ⊙ 10-11a
Formatting Tools ⊙ 11-12p

Work Time ⊙ 1-3p

[Microsoft PowerPoint] Friday, September 11

Media & Pictures ⊙ 9-10a
Action Buttons ⊙ 10-11a
Animations ⊙ 11-12p

Work Time ⊙ 1-3p

[OmniUpdate/CourseStudio] Tuesday, September 15

OU - Basics ⊙ 9-10a
OU - Intermediate ⊙ 10-11a
Course Studio ⊙ 11-12p

Work Time ⊙ 1-3p

[We will break for lunch from 12-1 | Lunch is not provided | Classes located in MLC 243]

introducing tech byte tuesdays

Bring your lunch over to MLC 243 and pick up some software tips and ideas. These short 20-30 minute sessions are demonstrations (not hands-on computer time...you'll need your hands to eat your lunch!). There will be time for questions at the end of each session. No registration necessary.

[Manipulating Images in Microsoft Office]

Never get frustrated when inserting pictures in Word or PowerPoint again!

Tuesday, October 6
12:30-1:30

[iSpring Basics]

Turn your PowerPoint Presentations into HTML5 websites with the click of a button – create quizzes and interactivity!

Tuesday, October 20
12:30-1:30

[Understanding Non-Linear PowerPoint Presentations]

Make your presentations interactive for self-paced learning!

Tuesday, October 13
12:30-1:30

[3C Media Solutions]

Learn how to upload, share and close caption your instructional videos.

Tuesday, October 27
12:30-1:30

fall technology training

[Microsoft Word]

Newsletter & Flyer Design

Wednesday, October 7 ☉ 1-2p
Friday, October 9 ☉ 2:30-3:30p

Reviewing Toolbar & Macros

Wednesday, October 14 ☉ 11:30-12:30p
Friday, October 16 ☉ 1-2p

Mail Merge

Wednesday, October 28 ☉ 1-2p
Friday, October 30 ☉ 2:30-3:30p

Designing a Student-Centered Syllabus

Wednesday, November 18 ☉ 11:30-12:30p
Friday, November 20 ☉ 12:30-1:30p

[Microsoft Excel]

Excel Basics

Wednesday, October 7 ☉ 11:30-12:30p
Friday, October 9 ☉ 1-2p

PivotTables

Wednesday, October 21 ☉ 1-2p
Friday, October 23 ☉ 2:30-3:30p

[Microsoft PowerPoint]

PowerPoint Basics

Wednesday, October 14 ☉ 1-2p
Friday, October 16 ☉ 2:30-3:30p

Animations & Transitions

Wednesday, October 21 ☉ 11:30-12:30p
Friday, October 23 ☉ 1-2p

Action Settings/Buttons

Wednesday, October 28 ☉ 11:30-12:30p
Friday, October 30 ☉ 1-2p

Incorporating Media & Sharing Your Presentations

Wednesday, November 4 ☉ 11:30-12:30p
Friday, November 6 ☉ 1-2p

[Adobe Acrobat Pro]

Tips & Tricks for PDF Creation & Editing

Wednesday, November 4 ☉ 1-2p
Friday, November 6 ☉ 2:30-3:30p

Creating Interactive Forms

Wednesday, November 11 ☉ 1-2p
Friday, November 13 ☉ 2:30-3:30p

[Adobe Photoshop]

Photoshop Basics

Wednesday, November 18 ☉ 1-3p
Friday, November 20 ☉ 2:30-4:30p

[iMovie]

iMovie Basics

Wednesday, December 2 ☉ 12:30-2:30p
Friday, December 4 ☉ 2:30-4:30p



personalized training and special projects

If you or your department would like to schedule a personalized training or needs assistance with a project involving our district-standard software, please email me at kingheidi@fhda.edu.

[registration]

All workshops take place in MLC 243. Please email staffdevelopment@deanza.edu to register for any workshop. In your email, specify the title and date of the workshop you'd like to attend.

If you have any questions, please contact:

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