

## IT Training Opportunities Fall 2008 - Spring 2009



It's a new training season and we are excited about the opportunities we have to offer this upcoming year. We have worked to build a comprehensive IT Training road map that offers face-to-face/hands-on training workshops as well as many online

opportunities. We are working to revamp our newsletter and bring back the helpful tips focus of that publication. Another part of this road map is to develop a one-stop-shop for all IT-related learning resources on the IT Website. And finally, to help make the process of scheduling your training workshops easier, we are setting up an online request form. This form can be used to request specific dates for topics listed or to request other topics not on the list.

In building this training road map, we ran across some sites that have been under-utilized in the past and have reincorporated them. One of these resources is the Learning Opportunities Catalog. We hope the Learning Opportunities Catalog will become an indispensable part of your IT Training planning process. More information about the Learning Opportunities Catalog follows later in the brochure.

Please contact Jeffrey SoRelle or Jill Hughson for any questions you may have related to your IT training needs.

### Face to Face Training

Trainings offered as face-to-face half or full-day workshops. Full details of topics being offered are listed in the [Learning Opportunities Catalog](#).<sup>1</sup> Example agendas for topics are available upon request. Requests to schedule face-to-face trainings should be submitted using the online form found at <http://TrainingRequest.tamu.edu>.

Topics covered:

- PowerPoint
- Excel
- Publisher
- Centra
- GroupWise

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### The IT Toolbox

The IT Toolbox blog provides tips, tricks and the latest techie scoop aimed at "Do 'IT' Yourself" support. The blog will be updated regularly. Readers can subscribe using RSS for automatic notification of updates. Visit <http://agriflifeblogs.tamu.edu/mt/tnt/>.

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### Friday Online

Friday Online sessions begin September 5, 2008. IT related topics will be the focus for the first seven sessions. Following the IT set of topics will be a section of sessions related to eLearning. For the full Friday Online schedule, go to the full list found at <http://FridayOnline.tamu.edu>.



IT Related Friday Online Topics:

- Differences between Word and WordPerfect
- Upgrading to Office 2007
- Getting the most out of GroupWise Calendar
- Creating forms with Acrobat Pro 8 & 9
- Presentations that pack a punch!
- Master the basics of MS Excel
- Capture it with Camtasia!

<sup>1</sup><http://LOC.tamu.edu>

### IT Tuesdays

New this year - IT Tuesdays will pick up where Friday Online leaves off. We will be offering a series of IT-related topics on the second Tuesday of each month beginning in September. A full listing of topics and details can be found at <http://ITTuesdays.tamu.edu>.

IT Tuesday Topics:

- Create superior newsletters with Publisher '07
- Manipulate & use graphics in Publisher '07
- Add audio to PowerPoint with Camtasia 5
- Custom labels and mail merge in Word '07
- Backup your PC with SyncBack
- Master the basics of Access '07

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### Learning Opportunities Catalog

We've mentioned the Learning Opportunities Catalog (LOC) a few times in this brochure. Many aren't familiar with this useful resource (or even know what it is). The LOC is an online resource that lists all learning opportunities for IT Training (online, face-to-face, and other resources). The LOC evolved out of the YesPDS Competency Model. Please take a moment to check it out and familiarize yourself with the resources available. Go to <http://LOC.tamu.edu> for full details about upcoming learning opportunities.

Please contact Jill Hughson or Jeffrey SoRelle if you have any questions.



## Reference Links

**Learning Opportunities Catalog:**  
<http://LOC.tamu.edu>

**IT Training Request Form:**  
<http://TrainingRequest.tamu.edu>

**Friday Online Schedule:**  
<http://FridayOnline.tamu.edu>

**IT Tuesdays:**  
<http://ITTuesdays.tamu.edu>

**IT Website:**  
<http://eit.tamu.edu>

**IT Toolbox:**  
<http://agrilifeblogs.tamu.edu/mt/tnt>

## Contact Us

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## Information Technology Training Road Map 2009



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