

TRAINING SCHEDULE BY PROGRAM

Times: 4:00 - 6:00 unless otherwise noted.

Classes are taught in the STC lab at the Jenne Wright building by Sue Watson or Laura Koepke, Application Specialists for Central Kitsap School District. If you have questions concerning the content of a class, please e-mail Sue Watson at suew@cksd.wednet.edu or Laura Koepke at laurak@cksd.wednet.edu.

To register for classes, e-mail cktraining@cksd.wednet.edu or call 662-1761 and include your name, the fact that you are a CKSD substitute, the class name and date you'd like to attend.

07 Common Differences (2 hours) – September 9 or 17 or 21 or October 13

Staff will become familiar with the Office 2007 features that are different and common in Word, Excel, PowerPoint, and parts of Outlook & Access. These will include the Ribbon, the Microsoft Office Button, Live Preview, the Quick Access Toolbar and more. This class gives an overview of the basic, common differences between Office 2003 and Office 2007 programs and is not intended to teach students how to use each of the programs. (Sue)

Intro to Windows XP – October 21**

This class introduces the basic concepts of Windows XP, which helps users understand basic concepts that can be used with most programs. Topics covered include Start Menu, Task Bar and Toolbars, Desktop, Shortcuts, Window manipulation, and My Computer. The student will learn many shortcuts and tips. (Sue)

Internet Explorer 8 and File Management – October 28**

Students learn the basics of using and customizing Internet Explorer. Topics include the Favorites Bar and setting the homepage. Students will also learn how to use My Computer and Windows Explorer for File Management. Topics include changing views and creating, renaming, moving, copying, & deleting folders and files. Students will be given time to work on their own file management. (Sue)

Intro to Outlook 2007 – November 2(FULL)**

Students learn the basics of Outlook e-mail, including using distribution lists, options for customization, and using personal folders to save and organize messages. (Sue)

Intermediate Outlook 2007 – November 10(FULL)**

Students go beyond the basics of email and explore the other components of Outlook. Topics include Calendar, Tasks, Notes, Contacts, Personal Distribution Lists, and Public calendars. (Sue)

Advanced Outlook 2007 – November 18(FULL)**

Students learn about Outlook features and techniques including Categories and Flags, to help stay organized and manage email. (Sue)

Intro to Word 2007 Part I – November 23(FULL) or December 9**

This class covers basic functions of word processing in Word 2007. Topics covered include creating, opening, printing and saving documents, text selection and editing, different views, font and paragraph formatting, document layout such as tabs, headers & footers, page breaks and bullets & numbering. The student will learn many shortcuts and tips. Students are encouraged to attend both Part I and Part II of this class. (Sue)

Intro to Word 2007 Part II – November 30(FULL) or December 16**

This class is the continuation of Intro to Word 2007 Part I. **Prerequisite:** Intro to Word 2007 Part I (Sue)

Intro to Excel 2007 Part I – December 7(FULL) or December 10**

This class will introduce the user to the basic features of Excel 2007. The student will learn many shortcuts and tips. This class is part one of what is needed to setup a simple spreadsheet. Students are encouraged to attend both Part I and Part II of this class. (Sue)

Intro to Excel 2007 Part II – December 14(FULL) or December 17**

This class is the continuation of Intro to Excel 2007 Part I. **Prerequisite:** Intro to Excel Part I (Sue)

Intro to Microsoft Office SharePoint Server 2007 (MOSS) – November 12**

This two-hour class will introduce the user to the newest version of Microsoft SharePoint, a Web site designed for team collaboration and document sharing. The user will learn how to navigate through the SharePoint sites, create announcements and events, post and read documents in a Document Library, and create e-mail alerts and links. (Laura)

Microsoft Office SharePoint Server 2007 for Site Owners – November 19**

This class will expand on the Introduction class and show site owners how to customize and manage a SharePoint site. **Prerequisite:** Intro to SharePoint 2007 (MOSS) (Laura)

Intro to Moodle Part I – September 24**

Moodle is an open source course management system that allows teachers to add Web technology to their classroom instruction. Moodle is a Web-based tool you can access through a Web browser. Part I will introduce Moodle and guide the user in the creation of a simple Moodle site. (Laura)

Intro to Moodle Part II – October 1**

This class expands on the Part I class and includes adding a calendar with events, images, labels and other resources. **Prerequisite:** Moodle Part I (Laura)

Moodle Advanced-Web 2.0 – October 8**

For teachers who want to expand their Moodle site to include Assignments, Forums, and Quizzes. Participants will learn how to create a Web 2.0 site by enrolling students and using online activities. **Prerequisite:** Moodle Part I & II (Laura)