Delaware Campus May, June & July, 2012

Α	Administrative/Faculty
S	Support Staff
M	Maintenance
С	Campus Safety
Р	Becoming a Supervisor
0	Open (AII)

Wednesday May 23		Introduction to Office 2007 A,S,P
10:00 - 12:00 Gail Farally-Semerad Temp 503	LLPD 009B	Learn what all the BUZZ is about. This class will allow you hands-on access to Microsoft's latest version of Office. Learn about Microsoft's newest productivity suite's redesign and how to manipulate through the "ribbons" and the Office "home button." This is a total redesign of Office, which was revamped to increase your productivity based on the input of three million users.
Wednesday May 30		Introduction to Windows 7 A,S,P
10:00 - 11:30 Gail Farally-Semerad Temp 503	LLPD 008B	All new PC computers out on the market today come with Windows7 Operating System. Check out the new features of Microsoft's newest Operating system. Windows 7 makes the things you do every day easier, with fewer clicks, faster searching, easier browsing and simpler ways to connect.
Thursday, June 7		Red Cross CPR/AED 0
1:00-3:30 Kevin Raport L 247	LLP 302A	The adult CPR/AED course will teach participants how to recognize emergencies, respond to medical emergencies, and follow the emergency action steps. You will also learn a number of skills, such as how to check an unconscious victim, how to perform CPR, and how to use an AED. Upon successful completion of the American Red Cross CPR/AED course, you will receive a certificate that is valid for 1 year.
Wednesday, June 13		Word 2007: Getting Up to Speed A,S,P
10:00 - 12:00 Gail Farally-Semerad Temp 503	LLPD 103B	Word 2007 is out. It's exciting, and you know it's designed to be better and more productive than the version you're used to. But it may look a little unfamiliar to you. Never fear, help is here. This course will get you up to speed in minutes. Find out how to get the best out of this new and easier version.

		See how to do the everyday things you've always done in Word. Practice in the new Word and feel the advantages it gives you. After completing this course you will be able to: Work with the Ribbon - the new feature that makes Word easier than ever before and find every day, common commands to do your job.
Thursday, June 21		Red Cross First Aid O
1:00 - 3:30 Kevin Raport L 247	LLPD 304A	This course will teach participants how to recognize and respond to emergencies while following the emergency action steps. This course will also teach numerous skills, such as caring for victims of a sudden illness, how to control bleeding, and how to immobilize an injured body part. Upon successful course completion, you will receive a certificate from the American Red Cross that is valid for 3 years.
Wednesday, June 27		Excel 2007: Getting Up to Speed A,S,P
10:00 - 12:00 Gail Farally-Semerad Temp 503	LLPD 110B	Here you are, with a new version of Excel. When you open Excel you'll see the familiar worksheets you're accustomed to. And you'll see things that are new at the top of the window. The old look of Excel menus and buttons has been replaced with this new Ribbon, with tabs you click to get to commands. How do you use the Ribbon? Take this course to find out. See what's changed, and why the changes help you make better Excel worksheets, faster.
Wednesday, July 11		Mail Merge 2007 A,S,P
Temp 503	LLPD 104B	Mail merge is used when you want to create a set of documents that are essentially the same, but at the same time with each document containing unique elements. For example, in a letter that announces a new product, a company logo and descriptions of the product will appear in each letter, but the address and greeting line will be different in each letter. Using mail merge, you can create: A set of labels or envelopes A set of form letters, e-mail messages, or faxes A set of numbered coupons Creating each letter, message, fax, label, envelope, or

		coupon individually would take hours. That's where this session on mail merge comes in. with this hands-on session you'll learn to create one document that contains the information that is the same in each version, and to add placeholders that represent the information that is unique to each version. Word will take care of the rest.
Wednesday, July 18		Introduction to Office plus Windows 7 A,S,P
10:00 - 12:30	7B	See description for Introduction to Office 2007 and Introduction to Windows 7.
Gail Farally-Semerad	PD 007B	
Temp 503	LLF	

Register On-Line For LLPD

Faculty and Staff are invited to register online for the Lifelong Learning and Professional Development Workshops. In response to your feedback, we have simplified the on-line registration workflow. Please review the workshops being offered this semester,

Campus MyCruiser Academics Campus Life Services Administration

LLPD-403-A (23968) Scanning Test Wednesday 03/30/05, Demo 02:00PM - 04:00PM

LLPD-112-A (23957) Excel - Charts Tuesday 03/29/05, & Graphs 09:00AM - 11:00AM

Meeting Information

Monday 03/14/05, 09:00AM - 10:50AM

Thursday 03/31/05, 09:00AM - 11:00AM

Monday 03/21/05, 02:00PM - 04:00PM

Wednesday 03/02/05,

02:00PM - 04:00PM

02:00PM - 03:20PM

Tijesday 02/15/05 02:00PM - 03:20PM

Tuesday 04/05/05, 09:00AM - 11:00AM

Thursday 03/24/05, 09:00AM - 11:00AM

Tuesday 03/15/05, 09:00AM - 11:00AM

Thursday 02/17/05

Tuesday 02/22/05.

Course Name and Title

LLPD-115-A (23980) Presentation

LLPD-018-A (23985) The New

LLPD-402-A (23966) Problem-

LLPD-401-A (23964) Course

LLPD-111-A (23956) Access

LLPD-107-A (23955) Word -

LLPD-110-A (23954) Introduction to

LLPD-113-A (23953) Photoshop

Design/Active Learning

LLPD-120-A (23962)

LLPD-017-A (23965) Collaboration

LLPD-016-A (23963) What Is News

Based Learning

5

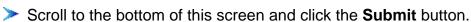
discuss them with your supervisor, and then log on to CampusCruiser and register!

- Click on the WebAdvisor tab.
- Click on the Employee Services sub-tab.
- Click on the Register for LLPD menu option on the lefthand side of the screen.
- Select the course(s) you wish to register

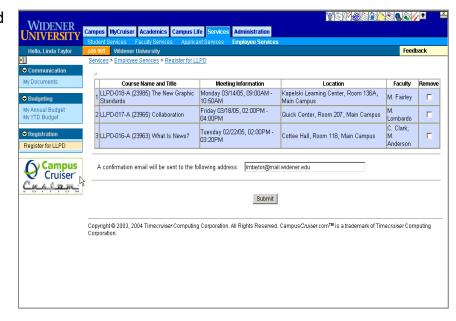
for by clicking on the check box next to your selection(s).

Campus Cruiser

Custom



- You will be presented with a confirmation screen showing the course(s) you have selected and your email address. To complete your registration click
 - Submit
 - Confirm
 - OK
- ! When you receive your email confirmation we recommend you



M. Fairley

Ziegenfuss

C. Clark; M. Andersor

L. Brehm

. Staples

M. Lombardo 15 / 15

l. Buttacavoli 15 / 15

Kapelski Learning Center, Room J. Buttacavoli 15 / 15 339A, Main Campus

Kapelski Learning Center, Room 136A, Main Campus

Room to be Announced, Main

Friday 03/18/05, 02:00PM - Quick Center, Room 207, Main 04:00PM

Campus

Kapelski Learning Center, Room D. 136A, Main Campus Zi

KIRK, Room 235, Main Campus

Cottee Hall, Room 118, Main

Cottee Hall, Room 118, Main

Academic Center North, Room HAL, Main Campus

Academic Center North, Room HAL, Main Campus

Kapelski Learning Center, Room 339A, Main Campus

Academic Center North, Room HAL, Main Campus

Room to be Announced , Main

Feedback

16 / 15

15 / 15

15 / 15

15 / 14

Capacity / Available Seats

forward a copy to your supervisor.