



JULY 2011 WORKSHOP SCHEDULE

COMPUTER TRAINING

WORKSHOP DATES, TIMES, & DESCRIPTIONS

- MICROSOFT EXCEL 2010** (Creating a Basic Spreadsheet)
 Friday, July 8, 2011 1:00 p.m. - 2:30 p.m.
 Thursday, July 21, 2011 1:00 p.m. - 2:30 p.m.
 Learn how to enter data, format cells, enter calculations, and generate a chart.
- MICROSOFT EXCEL 2010** (Formulas, Functions, & Macros)
 Tuesday, July 12, 2010 1:00 p.m. - 2:30 p.m.
 Wednesday, July 27, 2010 1:00 p.m. - 2:30 p.m.
 Learn how to use the Paste Function, Payment Function, Goal Seek, IF Function, and create a Macro.
- MICROSOFT ONENOTE 2010** (What is OneNote?)
 Thursday, July 14, 2011 1:00 p.m. - 2:0 p.m.
 Wednesday, July 20, 2011 1:00 p.m. - 2:00 p.m.
 Learn how you can use this digital notebook to organize, find, and share your notes using OneNote's collaborative tools.
- ROYAL DRIVE 7.2** (File Storage and More)
 Thursday, July 7, 2011 1:00 p.m. - 2:30 p.m.
 Friday, July 22, 2011 1:00 p.m. - 2:30 p.m.
 Royal Drive 7.2 contains several new features that include changes to the main menu, list and thumbnail views, folder tagging, custom folder settings, and more...

Useful Web Sites

MoreBusiness.com - a web site for the entrepreneur that includes sample business plans, sample contracts, and more.
<http://www.morebusiness.com/>

QUICK TIPS

Microsoft Word 2010 - Inserting Screenshots

Use Word's new *screenshot and screen clipping tool* to capture an image from any screen and insert it into your document.

How to: Screenshot

- 1) In the Word document, place the mouse cursor where you would like the screenshot.
- 2) Next, go the screen that you want to capture and then press the keyboard's [Prt Sc] button.
- 3) On the *Insert* tab click the command *Screenshot* in the group *Illustrations* to insert the screenshot.

How to: Screen clipping

- 1) Repeat step one from the prior example.
- 2) Minimize all windows except Word and the screen that contains the desired image.
- 3) On the *Insert* tab click the commands *Screenshot | Screen Clipping*. Word's window minimizes and the existing screen displays in a faded white with crosshairs.
- 4) Use the mouse to draw a screen clipping, release the mouse to cut and paste the image into Word.

Visit "Quick Tips" at <http://academic.scranton.edu/departement/training/quicktips.html> to view this tip online.

Please note that **NO** sessions are held without registration. Training sessions are available to all students, faculty, and staff and are held in the Weinberg Memorial Library (306). Reservations can be made on-line at: <http://academic.scranton.edu/departement/training/seminars-July.html> or by emailing Vincent J. Yanusauskas at (yanusauskav2@scranton.edu). They will be confirmed. Please give a 24 hour notice if you plan to cancel your reservation.