



SEPTEMBER 2010 WORKSHOP SCHEDULE

COMPUTER TRAINING

WORKSHOP DATES, TIMES, & DESCRIPTIONS

- 📅 **ORACLE CALENDAR** (Campus Calendar)

Wednesday, September 8, 2010	1:00 p.m. - 2:00 p.m.
Tuesday, September 21, 2010	1:00 p.m. - 2:00 p.m.

Learn how to initiate, edit, set up repeating meetings, and schedule meetings and tasks.
- 📅 **MICROSOFT EXCEL 2007** (Creating a Basic Spreadsheet)

Thursday, September 16, 2009	1:00 p.m. - 2:30 p.m.
Tuesday, September 28, 2009	1:00 p.m. - 2:30 p.m.

Learn how to enter data, format cells, enter calculations, and generate a chart.
- 📅 **MICROSOFT WORD 2007** (Introducing the Ribbon)

Tuesday, September 14, 2010	1:00 p.m. - 2:00 p.m.
Wednesday, September 29, 2010	1:00 p.m. - 2:00 p.m.

Learn how to use the new *Ribbon* interface, utilize Microsoft's Key Tips, customize the Quick Access Toolbar, and more.
- 📅 **ROYAL DRIVE 7.0** (New User Interface)

Thursday, September 9, 2010	1:00 p.m. - 2:30 p.m.
Wednesday, September 15, 2010	1:00 p.m. - 2:30 p.m.

Learn how to use the newest version of RoyalDrive. Several time saving and sharing enhancements make file sharing and collaboration even easier.

Useful Web Sites

Break.com - funny videos, games, and more.

<http://www.break.com/>

QUICK TIPS

Find & Replace in Microsoft Word 2007

Word's Find & Replace tool allows you to do more than replace a word or phrase. The following tips are useful when changing multiple occurrences within a document.

Match Case - Unless selected, replacement text uses the same capitalization of the text replaced.

1. Press [Ctrl+H] to open the *Find & Replace dialog box*. Or, click the *Replace icon* located at the end of the *Home* tab.
2. Click *More*, if the *Match case checkbox* is not showing, then check the box.
3. Find a word or phrase within the document that uses capitalization (The University of Scranton), then type the phrase in the "*Find what field*".
4. In the "*Replace with: field*" type the same phrase

in lower case, then click "*Replace All*". All occurrences are replaced as typed in the *Replace with field*.

Format Button - Changing the Font style or Color

1. In a new document type "*The University of Scranton*" in the "*Find what field*".
2. Retype "*The University of Scranton*" in the "*Replace with field*".
3. Click the *Format button*, select *Font* and then a color from the "*Font's Color control palette*".
4. Click *OK*, and then "*Replace All*" to format all occurrences at once.

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Visit "Quick Tips" at <http://academic.scranton.edu/departments/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 at the CTLE Lab (STT- 590). Reservations can be made on-line at: <http://academic.scranton.edu/departments/training/seminars-September.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.