

# Tech Training Café

A Newsletter from Information Resources Training Services

Spring 2008

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## Dear Rowan Community,

Over the last nine months, the training team has been dedicated to supporting the campus-wide transition to MS Office 2007. If you have not done so already, it's time for you to take the leap (page 2)! We have custom-designed numerous training resources to make your transition as easy as possible. Familiarize yourself with the new look and features with the *MS Office 2007 Hands-On Tour*, join us for a tutorial of the CustomGuide Online Training, or attend task-specific hands-on sessions such as *SmartArt Graphics: Communicate your message visually*.

I am also delighted to bring you new technology development opportunities in collaboration with our guest instructor series. Back by popular demand, guest speakers Mike Dorris, *iGeneration Update*, and Mike Ciocco, *Lost in Online Translation*, return for an encore. We will also explore the possibilities of teleconferencing technology with Bruce Klein, and Dr. John Chen will discuss the impact of the iClicker classroom response system on student interaction (page 3).

In the coming months, look for updates to the IR Online Training Center, your one-stop-shop for technology development, including improved navigation, revised training resources, and a new blog written by the training team.

Sincerely,

*Susan D. Hersh*

## New on Our Plate

- CustomGuide Online Training Demo
- MS Office 2007 hands-on classes (see page 2)
- Lost in Online Translation
- Classroom Response System: Increase student participation with the iClicker
- Teleconferencing 101
- General Podcasting
- Make Your Own Podcast
- Make Your Own Blog





## MS Office 2007: Take the next step!

By now many members of the campus community have taken the leap and upgraded to MS Office 2007. Now it's time to take the next step to learn more about the software's enhanced features. To help you through this process, IR Training Services has designed a wealth of classes focusing on MS Office 2007. Why not consider signing up for one or more of these sessions to make your day-to-day activities a little less complicated?

### MS Office 2007 Hands-On Tour

Familiarize yourself with the new look and features of MS Office 2007 including the Office button, ribbon, use of tabs, toolbars, and keyboard shortcuts with hands-on activities.

### CustomGuide Online Training Demo

Join this session to learn more about CustomGuide Online Training, a free resource focusing on MS Office products, offered in partnership with CustomGuide. The session is half demo and half hands-on.

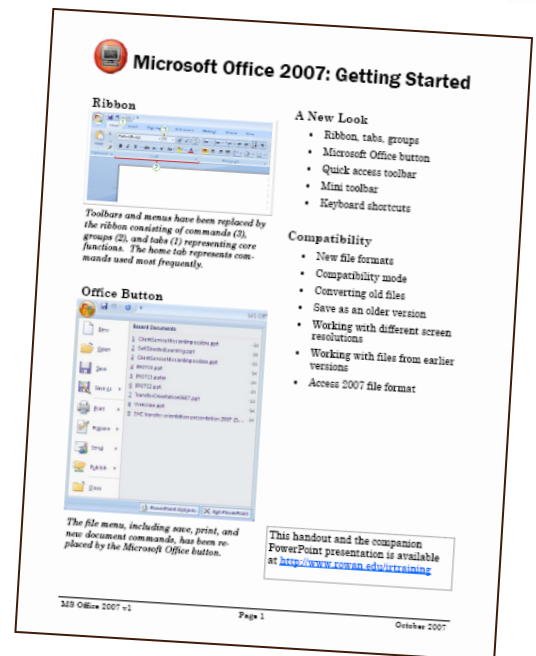
### Other MS Office 2007 sessions:

- Mail Merge in MS Word
- MS Outlook: Get Control of your Email
- MS Excel Charts
- MS PowerPoint for Beginners, Intermediate, and Advanced
- SmartArt graphics: Communicate your message visually

To register, please visit the IR Online Training Center at: [www.rowan.edu/irtraining](http://www.rowan.edu/irtraining)

### Still working with MS Office 2003?

If you haven't upgraded to MS Office 2007, now is the time. All PC users on the Rowan network, with the exception of individuals teaching or designing curriculum for MS Office 2003, are asked to complete the software upgrade to MS Office 2007 by February 29, 2008.



*MS Office 2007: Getting Started handout provides transition details. Available at the IR Online Training Center > Training Resources > MS Office 2007*

## Be the Star of the Office

**Q:** Is there was an easy way to remove formatting from a Word document? I am working on a multiple page document and want to keep the text but start the formatting from the beginning.

**A:** On your keyboard while viewing a Word Document, hold down the Ctrl button and the letter A, then Ctrl+Q, then Ctrl+ the space bar. Your document will now have all formatting removed.



## Student Response Systems: A Useful Tool in Today's Classroom

*Student response systems allow faculty to ask questions and gather students' responses during a lecture. To utilize clicker systems, each student uses a device (a "clicker") that looks like a TV remote to answer questions posed by the instructor in a specially-designed PowerPoint presentation.*

Summaries of student responses can be shown in real time to both instructors and students. Answers are also stored electronically for later viewing.

Besides collecting data, clicker systems help engage students in the learning process, promote classroom collaboration and generate dialog, and provide instant feedback.

If this sounds like a tool you'd be interested in using in your classroom, or you would like to know more about it, please join IR Training Services and the Faculty Center for Excellence in Teaching and Learning, with faculty member, Dr. John Chen.

## Congrats breakfast winner!

Congratulations Behre Habte-Giorgis, Marketing department, winner of a free breakfast.

Our next breakfast drawing will be held on May 12<sup>th</sup>, 2008.

Attend an IR Training Services session during the spring 2008 semester, fill out our online evaluation, and you'll be automatically entered to win a free breakfast for you, and up to 16 people in your office. The evaluation is available at: [www.rowan.edu/irtraining](http://www.rowan.edu/irtraining)



*Classroom Response Systems:  
Increase student participation  
with the iClicker*  
April 1 – 10:00-11:00 am

Join us for additional Guest  
Instructor Sessions in spring  
2008

*iGeneration Update*  
January 31 – 10:00-11:00 am

*Lost in Online Translation*  
February 19 – 1:30-2:30 pm

*Teleconferencing 101*  
March 10 – 2:00-3:00 pm

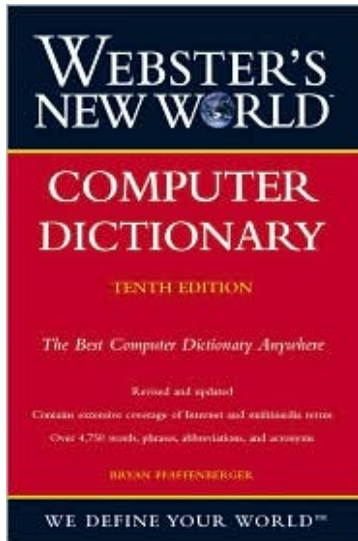
To register, please visit the IR  
Online Training Center at:  
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"I have attended a variety of training sessions over the last five years. Topics have been timely and presenters have been knowledgeable and well prepared for their sessions. Detailed handouts were available for future reference.

I especially appreciated the opportunity to ask questions as presentations occurred rather than waiting until the end of the session. This allowed for instant clarification. I would highly recommend attendance at your sessions."

**-Bobbie Bodycott**  
Adjunct Faculty Member

# Reading Corner

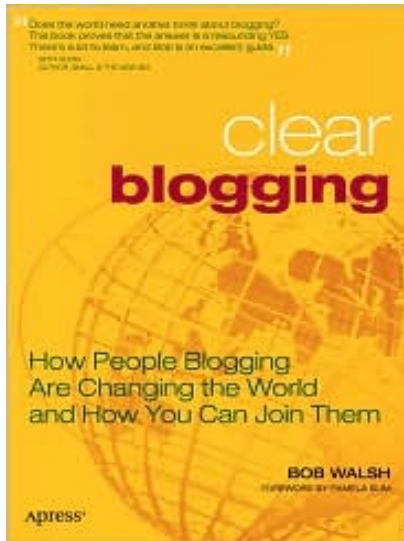


**Webster's New World Computer Dictionary**  
 Author: Bryan Pfaffenberger  
 ISBN: 076452478X

This meaty book, with 426 pages, was created by Pfaffenberger, author of over 75 books on personal computing. Over 4,000 technology terms relating to the internet, complex networking and communication terms, slang, acronyms, and jargon, are included, making this the perfect reference book whether you are a beginner or expert in the world of computing. This clear and concise dictionary is on the shelves in Information Resources Training Services and has already been put to use on numerous occasions.



<http://www.rowan.edu/irtraining>



**Clear Blogging: How People Blogging Are Changing the World and How You Can Join Them**  
 Author: Bob Walsh  
 ISBN: 9781590596913

If blogging is relatively new to you, *Clear Blogging* is the perfect desk companion. Through laymens terms, this book explores the basics, offers tips, and examines the components of a successful blog. Through interviews with 50 successful bloggers, you'll learn what you can stand to gain through blogging and how you can use a blog to influence and improve society while making money for your posts. *Clear Blogging* also guides you through blogging best practices to help you best build and market your blog.



## Visual Learner

*Explicit pictures and brief step-by-step instructions*



## Hands-On Learner

*Establish relevance and use real-life examples*



## Detailed Learner

*Thorough, well-written instructions that are organized*

## Recommended Reading

Every six months IR Training Services reviews published training materials and gives our "stamp of approval" to those that meet our standards of excellence. The Campbell Library is committed to making many of these selections available to the campus.

For a complete list of resources, visit the IR Online Training Center at: <http://www.rowan.edu/irtraining> and click on "Training Resources."

To suggest a recommended reading, please e-mail [irtraining@rowan.edu](mailto:irtraining@rowan.edu)

