

# TECH FRIDAY

## TECHNOLOGY SOLUTIONS

**September 7, 2012**

Join us in the Innovation Center, JCC room 133. Take advantage of our video resources and get answers about technology available to you.

### **Windows 8 Preview**

Your desktop will change dramatically! Get ready for that touch screen look.



Technology Solutions also provides one-on-one and group trainings. Send an email to Hazard-Helpdesk and let us know how we can help.

Want to reserve a spot for a scheduled training session? Register for the trainings, click on the Technology Solutions link on the HCTC Faculty/Staff page.

**September 21, 2012**

### **Training Sessions**

**JCC Room 125 & via Lync**

**9:00—10:00 a.m. Lync 2010**

With Microsoft Lync it is now easier than ever to meet online. Learn how to setup meetings, utilize a webcam and microphone, allow others to view your desktop and much more.

**10:00—11:00 a.m. Excel 2010**

We will demonstrate some of the core features of Excel 2010. Topics covered will include: copying and pasting techniques, working with formulas and functions, naming cell ranges, formatting data and creating charts.

**11:00—12:00 noon Outlook 2010**

Learn some Outlook 2010 options to make email more manageable. Find out how to utilize the global address book, inbox folders, data files, archiving, email rules, search features, and much more.

**1:00—2:00 p.m. OneNote 2010**

Store and organize virtually any type of information electronically in your OneNote Notebook. You can even share your OneNote Notebook on thePoint. Find out more about a quick and efficient way to keep a notebook.

**2:00—3:00 p.m. Mobile Devices**

Make the most of your smart phone or tablet. Find out how to setup and synchronize email, calendars and contacts.



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