Managing Email with Thunderbird

Objectives:
- What do the preferences and settings in Thunderbird mean?
- Setting up and using message filters to “organize” mail.
- How do I create and use “signature” text and/or vCard that contains my contact information?
- Tips for working with attachments.
- Can I spell check my mail before I send it?
- Junk mail and real mail and how can I tell which ones are which?

Dates, Times and Locations:
- May 15, 2006, 8:30am - 10:00am, Olin 113

Instructor will be Melanie Hoag ... email Melanie (hoagm@southwestern.edu) to sign up!

Graphics to Go!

A collection of tips and techniques for acquiring, manipulating and using graphics.

Objectives:
- Tips for scanning from books, photos and slides.
- What is the best graphic file “type” to use for my graphics?
- What are some of the tools I can use to manipulate my graphics – cropping, resizing, and rotating?
- How can I insert my graphics into Word, PowerPoint and other documents?
- If I want to print something out in color on campus, what are my options?
- Guidelines and suggestions for creating a poster.

Dates, Times and Locations:
- May 15, 2006, 1:30pm - 3:00pm, Olin 113

Instructor will be Melanie Hoag ... email Melanie (hoagm@southwestern.edu) to sign up!
Wrangling Up a Web Site

Objectives:
- What do I need to do to begin setting up a web site at Southwestern?
- Introduction to Dreamweaver, a web site creation tool.
- Create a web site that contains text, graphics, and links.
- How do I publish or make a site available to the world?
- What are some future considerations for a web site?

Dates, Times and Locations:
- May 15, 2006, 3:30pm - 5:00pm, Olin 113

Instructor will be Melanie Hoag ... email Melanie (hoagm@southwestern.edu) to sign up!

Making the Most of Microsoft Office

The topics covered in this three session workshop will be based on suggestions from you plus a few extra “challenges”!

Send your Word, PowerPoint and Excel ideas and suggestions to Sharon Fass at fass@southwestern.edu

Objectives:
- I’ve always wanted to be able to do ____________.
- I sometimes have trouble with ____________.
- Can I do ____________ with Word?
- Is it possible to do ____________ in Excel?
- How would I do ____________ in PowerPoint?

Don’t forget to email your suggestions to fass@southwestern.edu

Dates, Times and Locations:
This class will be 3 sessions and previous experience with Microsoft Office is a must!
- June 5, 6 and 7, 2006, 10:00am – 11:30am, Olin 113

Instructor will be Sharon Fass ... email Melanie (hoagm@southwestern.edu) to sign up!