

Word 2013 Graphics “Slice”

Add interest, color, and excitement to your documents with the use of drawing and graphics in Word! You will learn to add, arrange, and format text boxes; insert clip art and pictures; and draw AutoShapes. Other topics include text wrapping, aligning and grouping objects, flipping and rotating, layering, shadows and 3-D, and using WordArt.

Prerequisite: Word Introduction or equivalent experience.

Word Shortcuts, Tips, and Tricks

This class and/or slice is designed for people who currently use Microsoft Word. Microsoft Office has many hidden options, unknown features, and shortcuts. We will show you formatting tips, keyboard shortcuts, and other tricks to customize Word to work the way you want. You will be able to apply many of the same techniques in Excel, PowerPoint, Publisher, and Access. Take this class to learn how to make Microsoft Office more powerful, more productive, and even easier for you to use.

Prerequisite: Word Introduction or equivalent experience.

Word & Excel 2013 Templates

A template is a document that can be used over and over again and does not have to be recreated each time, like a fax sheet, memo, or business letter. In this class and/or slice we will learn how to use templates, create custom templates, and look for new ones online. We will be working in MS Word, and time will be allotted to create templates in any of the following programs: MS Word, Excel, Publisher, and PowerPoint.

Prerequisite: Word Introduction or equivalent experience.

Word 2013 Tables “Slice”

Are you confident with word processing but get confused when you have to create or work with tables? If so, then this class and/or slice is for you. Topics will include creating tables; adjusting table size; adding, deleting, and moving rows and columns; merging and splitting cells; working with borders and shading; sorting; and more. With this new knowledge, you will be able to create schedules, calendars, resumes, and lists with ease.

Prerequisite: Word Introduction or equivalent experience.

See Page 5 for Registration Information

eSchoolData Districts Training Sessions

Study Hall Wizard	May 18	9:00-11:00	GoToSession	Ken Lohmeyer
“End of Year” Activities	June 9	9:00-10:30	GoToSession	Jan Timer

Study Hall Wizard

This session will be a review of the eSD Study Hall Wizard and its associated components including; students free time reports, setting up and executing the runs, removing the runs when necessary, setting up and identifying the Study Hall Courses, and reviewing provided reports.

This session is designed for district staff involved in the scheduling process.

“End of Year” Activities

This annual class covers activities that should be done before the grade advancement and before the bit is flipped. This includes running reports, scheduling time lines, and discussion about saving information for Civil Rights and other state reporting. There are also some procedures that should be in place for the “new year”, such as, override enrollments and state reporting settings. **This session is designed for district staff involved in the end of year processes.**

schooltool Districts Training Sessions

Graduation Requirements	April 5	1:00-3:00	GoToSession	Walz/Orlando
Elementary Scheduling Checklist	June 8	8:30-10:30	GoToSession	Orlando/Scott

Graduation Requirements

This training session will demonstrate the use of the Graduation Requirements feature of schooltool. How to create and map the courses and assessments and assigning the credits needed to meet the graduation requirements will be covered. **Attendees for this session should be Guidance staff responsible for reviewing student’s completion towards graduation requirements.**

Elementary Scheduling Checklist

This training will review the steps to create an elementary schedule. **Attendees for this session include staff responsible for any aspect of the elementary scheduling process.responsible for creating and maintaining the Course Catalog, Master Schedule and Student Schedules.**

schooltool User Group Meeting will be held on May 10 from 9:00-2:00 in The Ulster BOCES Conference Center