

# The Staff IT Training Bulletin

## IT Training Programme 2010

**W**elcome to the 2010 edition of the Staff IT Training Bulletin, which details this year's Staff IT training programme.

As a result of the funding reductions this year's programme will run from April to June, and include sessions covering the nine most popular topics.

On the reverse of this Bulletin you will find a timetable that details the programme, which includes sessions in Word, Excel, PowerPoint, Outlook and Dreamweaver.

### Contact Details

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Come and find me in  
Computer Centre  
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## Booking Sessions

There is no charge for these sessions, and you can attend as many or as few as you wish. Please, however, do check with your line-manager that it is OK for you to attend.

Please use our ISIS booking system to pre-book any sessions you plan to attend, as this helps significantly with their organisation.

To access the booking system:

1. From the College Home Page click on **Services** and then on **Computer Centre** to display the **IT Department's Home Page** (alternatively, use the URL displayed in the box below)
  2. Under the **Training for:** heading on the left-hand side click on **Staff** to open the **Staff IT Training** web page
  3. Click on the name of the session you wish to book to display further details of the session and the date/time it is to run
  4. Click on the session's date/time to display the **Staff Session Booking Wizard**
  5. In the **Username** panel enter your computer username (e.g. utaa666), or that of the person you are booking for, and then click on **Find User**
  6. When the session details and your name is displayed click on **Book**
- If you experience any problems please contact Chris Horton** (details above)

### Note

Sessions are running between  
15th April and  
10th June

### Self Study Packs

Do remember that we have material available for a range of sessions that can be used for your own Self-Study. This includes the sessions that are running this year, along with many from previous years.

If you require any of these packs, or would like further details please contact Chris Horton (details above).

# IT Training 2010 Timetable

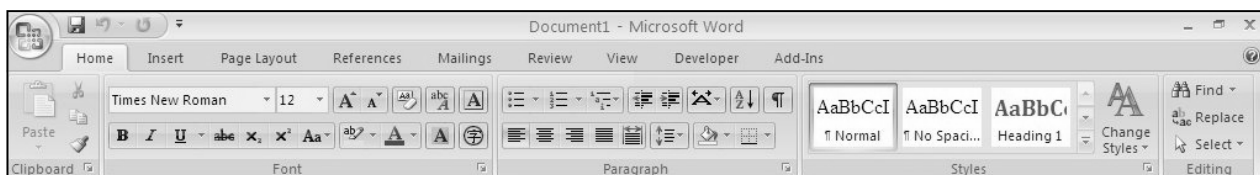
The table below details the date and time that each session is scheduled to run. Further details of the topics covered in each session can be found on the Staff IT Training web page. To access this please refer to the Booking Details section overleaf.


Date	Time	Code	Session Title
Thursday 15th April	10:00–12:00	ST123	Mail Merge using MS Word XP/2003
Thursday 22nd April	10:00–12:00	ST131	Fundamentals of Word 2007 (This uses the new Ribbon, please see details below)
Wednesday 28th April	10:00–12:00	ST323	Working with Spreadsheets using Excel XP/2003
Thursday 6th May	10:00–12:00	ST693a	Editing Existing Web Pages using Dreamweaver
Wednesday 12th May	10:00–11:30	ST228	Using Your Outlook Calendar Effectively
Thursday 20th May	10:00–12:00	ST327	Further Features of Excel XP/2003
Thursday 27th May	10.00–12.00	ST125	Further Features of Word XP/2003
Thursday 3rd June	10.00–12.00	ST693b	Creating New Web Pages using Dreamweaver
Thursday 10th June	10.00–12.00	ST720a	PowerPoint XP/2003 for Lectures and Seminars

## Focus on: The Fundamentals of Word 2007 Session (ST131)

In response to a number of requests we are running an introductory Word **2007** session (ST131 Fundamentals of Word 2007) for staff for the first time on Thursday 22nd April.

This latest version of Word makes use of the new Ribbon, which offers a very different way of working compared to previous versions. The easiest way of identifying whether you are using Word 2007 is by looking towards the top left-hand corner of Word's window.



If you see the Office Button  you **are** using Word 2007 (or Access 2007, Excel 2007, or PowerPoint 2007, which all use this new interface).

If you see the **File** menu on the main menu bar you are using a previous version (e.g. XP or 2003 which are very similar to each other).

If you now have access to this new version, or are likely to be getting it soon, do consider coming along! The session will cover such areas as:

- Using the new Ribbon and Office button
- Using the basics of Word, e.g. Fonts, views, and line spacing
- Setting Margins
- Creating Headers and Footers
- Creating basic tables

View **session details and times, and book your sessions at:**  
<http://www.rhul.ac.uk/information-services/computer-centre/training/staff-training/>