MHRIC News

MID-HUDSON REGIONAL INFORMATION CENTER

FALL 2019

From the MHRIC Director

by Eugene Knudsen,
Director of the Mid-Hudson
Regional Information Center

It seems that I write about cybersecurity with ever-increasing frequency. This focus is necessary and exemplified by the recent attacks this summer against a number of large and small NYS districts. The damage caused by these attacks ranges from disruptive and expensive to catastrophic.

The truth is no district or system is invulnerable. That said, there are steps that all districts should take to improve cyber defenses.

On November 12, the Mid-Hudson Regional Information Center will be hosting a conference on Data Privacy and Security. I invite and encourage all districts to attend and learn from one another. Please read the announcement at right for more information.

IN THIS ISSUE

MHRIC is a division of Ulster BOCES serving Dutchess, Orange, Sulllivan, and Ulster counties.

DUTCHESS BOCES

ORANGE-ULSTER BOCES

SCB *Sullivan County* *Board of Cooperative Educational Services*

ULSTER BOCES *SHARED VISION SHARED COMMITMENT SHARED SUCCESS* *Board of Cooperative Educational Services*

CYBERSECURITY CONFERENCE

On November 12, 2019, the MHRIC will host its first annual Cybersecurity Conference with Keynote speaker John Borst, Cybersecurity Awareness & Training Unit, New York State Office of Information and Technology Services. Topics will include an overview of the National Institute of Standards and Technology (NIST) Cybersecurity Framework, guidelines for Ed Law 2d implementation, best practices regarding the newly required Data Protection Officer role, and the variety of services available from the MHRIC to assist you in securing your district's data. Conference will be held at the Jane Bullowa Conference Center, New Paltz. Please look for more information to follow.

Office Professional Institute (OPI):
The Microsoft Edition

We have three exciting things to tell you about our next Office Professional Institute (OPI) on **Tuesday, October 22, 2019**:

1. *This is a rare Fall OPI – we haven't offered one since 2015*
2. *This OPI will offer only Microsoft classes: Access, Excel, PowerPoint and Word (but don't worry – our Spring OPI will still offer Google and Adobe trainings)*
3. *All of our sessions will be hands-on and longer than in July*

The response to our all-hands-on OPI in July was very positive but, by necessity, we had to limit our number of attendees to make it work. In addition, the feedback showed us that we needed to make the sessions longer. And finally, there are always requests for more Word and Excel sessions. We believe that our fall OPI will address all of these! We will have three time

TSS Trainer Barbara Heiles at OPI session.

slots with three sessions each, with repeats of some of our most popular offerings, and many new or rare trainings.

Once again, the maximum number of attendees is limited by the available computers, so register early! We are selecting our topics now. Save the date and look for a separate email from us soon.

This Institute is open to all districts in Dutchess, Orange, Sullivan, and Ulster Counties as well as Ulster County municipalities. It is free to Technology Support Service (TSS) and Office Automation (OA) member districts. All others must pay a fee. To check if your district is a TSS or OA member, see page seven of this newsletter.

For general information about the Institute, please contact Barbara Heiles at bheiles@mhric.org or 845-255-1450 x1316.

Technology Support Service *Fall 2019 Classes*

You are eligible to attend these classes if your district belongs to our Technology Support Service (TSS) and is listed on page seven. If your district is not listed and you would like information on how to attend, please call Barbara Heiles at 255-1450 x1316 or email bheiles@mhric.org.

CLASS	DATE	TIME	TRAINER	LOCATION
OPERATING SYSTEM CLASSES				
new MS Windows 10 Tips & Tricks	October 8	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
WORD PROCESSING CLASSES				
Word Introduction Part 1	October 3	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 1	October 29	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	October 10	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Word Introduction Part 2	October 29	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	October 24	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Word Shortcuts, Tips, & Tricks	November 21	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Mail Merge Using MS Office	October 9	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Mail Merge Using MS Office	December 2	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Word Graphics	December 2	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
DATABASE CLASSES				
Access Introduction Part 1	October 23	8:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Intermediate Part 1	November 4	8:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Queries	November 7	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Forms	November 13	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Access Reports	December 10	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Access VBA & Macros	December 10	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
SPREADSHEET CLASSES				
Excel Made Easy	October 8	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Excel Introduction Part 1	September 23	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 1	October 17	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	September 25	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Excel Introduction Part 2	October 17	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	November 7	4 pm – 7 pm	Barbara Heiles	MHRIC – Computer Lab A
Excel Shortcuts, Tips, & Tricks	December 12	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Excel Pivot Tables	October 9	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Pivot Tables	November 12	4 pm – 7 pm	Pascale Martel	MHRIC – Computer Lab A
new Excel Comparing Lists	October 16	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
new Excel Comparing Lists	December 2	4 pm – 7 pm	Pascale Martel	MHRIC – Computer Lab A
Excel Intermediate Part 1	October 30	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Intermediate Part 2	October 30	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Advanced Part 1	November 8	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Advanced Part 2	November 8	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Excel Functions & Formulas Part 1	November 19	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Excel Functions & Formulas Part 2	November 19	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
SPECIALTY CLASSES				
Adobe Acrobat Pro DC: Editing PDF Basics	October 3	8:30 – 11:30	Pascale Martel	MHRIC – Computer Lab A
Adobe Acrobat Forms	October 3	12:30 – 3:30	Pascale Martel	MHRIC – Computer Lab A
Adobe Photoshop Elements - Introduction	October 15	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
MS Publisher – Create Print Publications	October 15	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
PowerPoint Introduction Part 1	November 6	8:30 – 11:30	JoAnn Uhl	MHRIC – Computer Lab A
PowerPoint Animations & Multimedia Part 2	November 6	12:30 – 3:30	JoAnn Uhl	MHRIC – Computer Lab A
Specialty Projects Workshop	November 20	By appt.	Staff	MHRIC – Computer Lab A
new PowerPoint Links and Action Buttons	December 16	4 pm – 7 pm	Pascale Martel	MHRIC – Computer Lab A

INTERNET CLASSES

Gmail - The New Basics	October 2	8:30 – 11:30	Barbara Heiles	MHRIC – Computer Lab A
Gmail – Beyond the Basics	October 2	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Drive and G Suite Overview	October 7	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Docs and Sheets	October 31	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Calendar Basics	November 5	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Sites	November 15	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Google Forms	December 3	12:30 – 3:30	Barbara Heiles	MHRIC – Computer Lab A
Mail Merge with Google Docs Using autoCrat	December 9	4 pm – 7 pm	Pascale Martel	MHRIC – Computer Lab A

Lab Locations

Find directions to our labs at

www.mhric.org

MHRIC – Computer Lab A • Instructional Services TLC Lab

Ulster BOCES, 175 Route 32 North, New Paltz
(845) 255-1450

To find our complex in your GPS, use 175 Old Kingston Road, New Paltz

TSS Online GoToMeeting "Slices"

Slice Instructions

Our "slices" will offer 45 minutes of application training content followed by 15 minutes of group discussion. Participants access these online training sessions from their own location. They will be emailed a link to an online meeting place where they can view and listen to the various "slice" offerings by the MHRIC trainers. Several audio options are provided in order to allow the participants to communicate with the trainer and others in attendance. For more information, go to mhric.org.

SLICE	DATE	TIME	TRAINER
Google Docs	October 7	4:00 – 5:00	Barbara Heiles
Excel Conditional Formatting	October 28	4:00 – 5:00	Barbara Heiles
Word Graphics	November 14	3:30 – 4:30	Pascale Martel
Google Slides	November 14	5:00 – 6:00	Pascale Martel
Excel Charts	November 18	4:00 – 5:00	Barbara Heiles
Chromebook overview	November 25	3:30 – 4:30	Pascale Martel
Making ADA Accessible Documents	November 25	5:00 – 6:00	Pascale Martel
Google Sheets	December 3	4:00 – 5:00	Barbara Heiles
new InDesign 2019 – Getting Started	December 4	2:00 – 3:00	Pascale Martel
new InDesign 2019 – Working with Text	December 4	3:30 – 4:30	Pascale Martel
new InDesign 2019 – Working with Images	December 4	5:00 – 6:00	Pascale Martel
Google Charts	December 5	4:00 – 5:00	Barbara Heiles
MS Office Templates	December 11	3:30 – 4:30	Pascale Martel
Google Docs Templates	December 11	5:00 – 6:00	Pascale Martel

TSS Class Descriptions

Access Introduction

This class is intended for individuals needing to learn about Access databases. Topics include: orientation to Access and database terminology; viewing, editing, and adding data; working with datasheets and design view; creating and using tables, queries, forms and reports. The focus of the class is to understand how Access works and to understand tables.

Access Intermediate

This class is intended for individuals needing to create Access databases. Topics include working with primary keys and understanding table field properties like text and number/date formats, input masks, and lookups. The class will also focus on database design considerations and creating table relationships.

Prerequisite: Access Introduction or equivalent experience.

Access Forms

This three-hour class assumes participants understand how to create a basic form. Time will be spent modifying forms and form controls, working with form properties and settings, creating calculated controls, and creating and modifying sub forms. We will also learn to apply formatting techniques to forms.

Prerequisite: Access Introduction or equivalent experience.

Access Queries

This three-hour class assumes participants understand basic query concepts. We will cover more advanced topics such as creating calculated fields, working with the expression builder, and summarizing groups of records. Additionally, we will examine various query types including parameter queries, crosstab queries and action queries.

Prerequisite: Access Introduction or equivalent experience.

Access Reports

This three-hour class assumes participants understand how to create a basic report. Time will be spent using, creating and modifying reports in design view. We will look at report sections, grouping, sorting, and inserting formulas. Additionally, we will learn to modify report and control properties and to use report formatting techniques.

Prerequisite: Access Introduction or equivalent experience.

Access – Automating tasks with VBA-based Macros

This slice will help you to understand the logic and syntax behind Visual Basic programming in Access. Topics will include working with forms and events, control statements and program flow.

Prerequisite: Access Introduction or equivalent experience.

Making ADA Accessible Documents

The ADA (American with Disabilities Act) Standards state that information technology, which includes web content, must be accessible to people with disabilities. In this class or slice, we will address the basics of accessible web content by creating well-structured and accessible Word documents and Adobe PDFs. We will then use Adobe Acrobat Pro DC's Accessibility Tools to check documents for accessibility and fix problems.

Prerequisite: Some experience with Word.

Adobe Acrobat Pro DC: Editing PDF Basics

This demo is an introduction to Adobe Acrobat Pro DC. We will get familiar with how the program looks and where the tools are. We will convert documents to PDFs from Word. We will then learn how to make basic changes in Acrobat Pro such as editing text and images, adding and removing pages, adding signatures, and combining documents.

Adobe Acrobat Forms

Create fillable PDF forms in Adobe Acrobat. Whether starting from a scanned image of an old form, or an idea that you have, we will step through the process of how to create interactive forms using Microsoft Word and Adobe Acrobat Pro DC.

Prerequisite: Some experience with Word.

Adobe Photoshop Elements – Introduction

Adobe Photoshop Elements is photo editing software for anyone who wants to edit and create with their photos. This class will cover navigating and manipulating your photos. Topics include organizing your photos and using Element's many editing tools. You will also learn how to add special effects, adjust colors, crop, resize, and add layers and text to images.

Chromebook Overview "Slice"

A Chromebook is a tablet that boots up in about eight seconds, and is optimized for internet use. In this session, we will see how to open, save, and delete files that are saved to the device, as well as saved to Google Drive, and how to pin and unpin apps and web pages to the Shelf. We will familiarize ourselves with the differences on the Chromebook keyboard, and learn some handy keyboard shortcuts. We will also see how to set up different accounts to share the same device among different individuals.

Excel Made Easy – Basic Skills for Working with Spreadsheets

Learn how to create spreadsheets that work. Excel has multiple tools to make your tasks easier. These tools rely on spreadsheets being constructed properly. We will cover the basics of spreadsheet construction, and acquire skills that make Excel easy to work with such as formatting, sums, sorts, and more.

Excel Introduction Part 1

Microsoft Excel makes using a spreadsheet easy. This class will cover basic spreadsheet skills including: creating, saving, and printing workbooks; basic skills used in building and editing worksheets; techniques used in selecting, copying, moving, and replacing cell contents; basic formatting features such as alignment, fonts, and column widths; using AutoSum.

Excel Introduction Part 2

Once you have some basic Excel experience, it is time to build on your skills to make your work more efficient! This class will include: a quick review of formatting; using basic formulas and functions; using built-in templates; turning your own spreadsheet into a template; using Autofill to speed up data entry; and using Relative and Absolute cell references in formulas and functions.

Prerequisite: Excel Introduction Part 1 or equivalent experience.

Excel Intermediate Part 1

If you have mastered the basics of Excel you are ready to move on to this class. Topics will include: working with and managing larger worksheets and workbooks, using external referencing to set up a summary sheet, learning about spreadsheet views that can be useful for different tasks, protecting areas of a spreadsheet or entire workbooks.

Prerequisite: Excel Introduction Part 1 or equivalent experience.

Excel Intermediate Part 2

Topics will include: working with and managing large amounts of data, controlling printouts, creating lists, working with the data form, using subtotals to analyze data, and simplifying data entry with data validation.

Prerequisite: Excel Introduction Part 1 or equivalent experience.

Excel Advanced Part 1

If you are comfortable with using Excel and would like to know a little more, this class covers the following topics: creating, applying, and managing Conditional Formatting Rules; creating Range Names and using them in functions, formulas, and data validation lists.

Prerequisite: Excel Introduction Parts 1 and 2 or equivalent experience.

Excel Advanced Part 2

If you are comfortable with using Excel and would like to know a little more, this class covers the following topics: creating and working with Pivot Tables and Pivot Charts; and the basics of creating and working with recorded Macros.

Prerequisite: Excel Introduction Parts 1 and 2 or equivalent experience.

Excel Charts

Illustrate your data with great looking charts! During this class or slice you will learn to create, edit, and format different chart types, such as pie, line, bar charts and more. Creating and working with charts in Excel is easier than you might think and actually is quite fun.

Prerequisite: Excel Introduction Part 1 or equivalent experience and knowledge of spreadsheets.

Excel Comparing Lists

Discover Excel's Inquire add-in which is an easy solution to compare two files. Find where edits have been made or which records have been deleted or added from one spreadsheet to the next. We will also compare lists using different options within Excel's Conditional Formatting tool.

Prerequisite: Some Excel experience.

Excel – Conditional Formatting "Slice"

Conditional Formatting is a way to have Excel apply certain formatting to part or all of your spreadsheet based on a condition. For example, you may have a spreadsheet set up as a grade book and you would like all of the grades that are below 65 to stand out with a yellow background. Or you may want to easily find missing data (blank cells) by formatting those cells with a pink background. When values change and no longer meet the criteria, the cells return to their original formatting. We will also see how to set and modify rules for Data Bars and Icon Sets, how to work with dates, and more.

Prerequisite: Some Excel experience.

Excel Functions & Formulas Part 1

Do you need to know more of the basics on how to work with functions and formulas in Excel? In this class we will: learn the basics of creating formulas, including a review of the Order of Operations; create formulas using percentages and weighted averages; get familiar with some of Excel's more basic built-in functions like Average, Max, Min, Count, and CountA; learn about using relative vs absolute cell referencing.

Prerequisite: Excel Introduction Parts 1 and 2 or equivalent experience.

Excel Functions & Formulas Part 2

In this class we will: review relative and absolute cell referencing; concentrate on more of Excel's built-in functions like If, Countif, Proper, Vlookup, and Datedif; work on nested or embedded functions; work on some questions from the class.

Prerequisite: Excel Introduction Parts 1 and 2 or equivalent experience.

Excel Pivot Tables

Pivot Tables are tables in Excel that summarize data. They allow you to filter out selected data from a main table in order to show only the records you specify. Topics in this slice will include creating reports, modifying Pivot Tables and creating Pivot charts.

Prerequisite: Excel Introduction Parts 1 and 2 or equivalent experience.

Excel Shortcuts, Tips, & Tricks

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

Prerequisite: Excel Introduction Part 1 or equivalent experience.

Gmail – The New Basics

Gmail has recently had a major upgrade! In this class you will learn how to organize your email using conversations and labels, use filters, search, use the vacation responder, and more. We will also look at how to use the new features, or to turn them off. Discover how easy it is to accomplish your everyday tasks in the new Gmail.

Gmail – BEYOND the Basics

If you're a regular Gmail user and you've started to wonder about some of the more advanced functionality then this is the class for you! In this class you will practice with: Canned Responses (save and use text of emails that you send out frequently); Smart Compose (Gmail will suggest ways to finish that sentence); Smart Reply (short answer suggestions of thanks and acknowledgement); Nudges (Gmail will point out emails that are sitting in your inbox that you haven't replied to); Contact Groups (you can create and name a group of people that you often email together so that you don't have to add them all each time); and more!

Prerequisite: Gmail – The New Basics or equivalent experience.

Google Calendar Basics

Learn how to use Google Calendar and get the functionality that you have in other calendar programs. In this class, we will schedule appointments, invite guests and reserve resources, do "busy" searches, see how to create recurring meetings, share calendars with others, and find out how to view other calendars that have been shared with us. Get what you need using Google Calendar!

Prerequisite: Gmail Basics or equivalent experience.

Google Charts

Now you can make great looking charts in Google Sheets! During this class or slice you will learn to create, edit and customize different chart types, such as pie, line, bar charts and more. These charts can then be used in a Google Doc or Slide, and can be linked so that the data is updated when the Sheet is updated. Make your data stand out!

Prerequisite: Google Sheets or equivalent experience and knowledge of spreadsheets.

Google Docs Templates

Templates are documents that can be used over and over again, like memos, newsletters, resumes, or business letters. In this class or slice we will see how to find and work with Google Doc Templates which are designed to be professional-looking and easy to use. We will also see how to create and use custom templates in Docs and Sheets.

Google Drive and G Suite Overview

In this class or slice, we will learn how to use Google Drive. We will have a quick introduction to Docs, Sheets, and Slides, part of G Suite for Education. Files created with these productivity tools will then be organized into folders. We will also see how to collaborate with others using shared documents. With Google Drive you can store your Google documents and other types of files– all online, and all for free.

Prerequisite: Some experience with internet browsers is helpful.

Google Docs "Slice"

Google Docs lets you create documents and organize them, and to collaborate with others using shared documents. You can also upload existing Word documents, or save a Google Doc as a Word document. All of your word processing needs, in free storage, from any device with internet access.

Prerequisite: Some experience with internet browsers is helpful.

Google Sheets "Slice"

Google Sheets lets you create spreadsheets and organize them, and to collaborate with others using shared spreadsheets. You can also upload existing Excel documents, or save a Google Sheet as an Excel document. All of your spreadsheet needs, in free storage, from any device with internet access.

Prerequisite: Some experience with internet browsers is helpful.

Google Slides

Google Slides is Google's presentation software. In this class or slice you will learn how to create presentations and add animations. Slides also has an audience participation feature that is quick and easy to use.

Google Docs and Sheets

Google Docs and Sheets let you create documents and spreadsheets, and organize them. You can collaborate with others by sharing permission to edit, or just to comment or view. You can also upload existing Word or Excel documents, or save a Google Doc as a Word document or a Google Sheet as an Excel document. All of your word processing and spreadsheet needs, in free storage, from any device with internet access.

Prerequisite: Google Drive and G Suite Overview or equivalent experience.

Class Descriptions continued

Google Forms

With Google Forms, you can quickly create a form or survey, send it to students, parents, teachers, or staff, and keep track of the answers in one spreadsheet. Responses are collected and displayed immediately in a corresponding Google Drive spreadsheet which allows you to sort, analyze, and visualize the information. You can send forms to anyone or link them on a published web site. Forms also generate an automatic summary with charts, graphs, and statistics about your form responses and can notify you when new responses are submitted. In this class, we will create a Google Form and see how the data is reported.

Prerequisite: Some experience with Google Sheets and internet browsers is helpful.

Google Sites

Thinking of creating a website? Google Sites is a free and easy way to create and share web pages. You can use Sites to plan club meetings and activities, share info on a secure company intranet, collaborate on a team project, or stay connected with family members. In this class and/or slice, we will create a site and customize it, and then learn how to edit pages and set permissions for editing and viewing.

Prerequisite: Google Drive and G Suite Overview or equivalent experience.

InDesign 2019 - Getting Started "Slice"

InDesign is the program to work with for document lay out and print production. Work with text, colors, and graphics to create flyers, brochures, magazines, and books. Since InDesign uses many of the same tools, panels, and onscreen elements as Adobe Photoshop and Illustrator, knowing InDesign makes it easy to become familiar with the other programs in Adobe's Creative Suite. We will look at the basics for getting started with InDesign.

InDesign 2019 - Working with Text "Slice"

One of the first ways to get started on your InDesign documents is to layout where the text will be placed. In this slice, we will create text frames, work with text and styles, see how to import text from a Word document, and how to link text frames. As an extra topic, we will use the Type on a Path tool which positions text along the path of a drawn object such as a curve, a spiral, or a wavy line. Fun!

InDesign 2019- Working with Images "Slice"

Adobe InDesign includes an application called Bridge. Bridge allows you to look for any file on your computer, and import that file into your document. We will place images into our document using Bridge. We will learn about image frames, and how to create custom frames. Using the Pen Tool, we will see how to cut the background away from an image, and use text wrapping to have text wrap around an image shape.

Mail Merge in G Suite Using autoCrat

autoCrat is a mail merge tool. It is a free add-on for Google Sheets. In this class or slice we will use autoCrat to create customized letters from a document template in Google Docs and a data source from Google Sheets. These customized letters can then be shared, emailed or printed from your Google account. autoCrat can be used in combination with Google Forms to automate customized emails triggered by a Form entry. A quick review of Forms will be included.

Prerequisite: Google Docs and Sheets or equivalent experience.

Mail Merge Using MS Office

Understanding and using Mail Merge to automate the addition of names and addresses to letters and envelopes for mass mailings. Using Access and Excel as data sources will be included.

Prerequisite: Word Introduction Part 1 or equivalent experience.

MS Office 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 or slice we 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.

MS Publisher - Create Print Publications

This class or slice introduces the student to Microsoft's print publication program. Publisher is used to create professional looking publications such as newsletters, brochures, business cards, etc. Introductory topics include: creating a publication using a template, making changes, inserting graphics, and using Building Blocks such as advertisements and calendars. Other topics may include: connecting text frames, adding "continued" notes, creating a booklet, adding and deleting pages, inserting page numbers, adding a table of contents, and working with the master pages.

Prerequisite: Word Introduction Part 1 or equivalent experience.

MS Windows 10 Tips & Tricks

Get more out of Windows 10. This slice/class introduces you to features, changes, and tips & tricks for Windows 10. Topics will include Customizing the Start Menu, Using Tiles, Virtual Desktops, Snap Windows, Managing Files, and comparing Browsers.

PowerPoint Introduction Part 1

Learn the basics of creating powerful presentations for colleagues and others. This class or slice will cover creating slides, customizing slides, inserting graphics, creating notes and handouts, giving on-screen presentations, and printing options. Use of the templates and wizards will be discussed. Bring ideas to create your own presentation.

Prerequisite: Some experience with Windows.

PowerPoint Animations & Multimedia Part 2

If you currently know how to create a basic PowerPoint presentation and would like to jazz it up, this is the class for you. Designed to take you to the next plateau, the focus of this class is the effective use of animations and transitions, as well as sound and video, to make an impressive presentation. Learn how to save your presentation in a portable format to play your sounds and movies anywhere you go with your presentation.

Prerequisite: PowerPoint Introduction or equivalent experience.

PowerPoint Links and Action Buttons

Learn about action buttons, hyperlinked objects, using the Selection Pane and applying triggered animations. Use these tools to set up a fun Jeopardy-like game, or just keep them handy for any presentation.

Prerequisite: PowerPoint Introduction or equivalent experience.

Specialty Projects Workshop

Is there something you need help with? This workshop is what you've been asking for. We can help with any software product listed on our classes' page or that we have offered in the recent past. Bring your special project, problem, or anything that you need help with and for two hours we will help you to work it out. When you sign up for this workshop, you will be asked to tell us what you need help with and also to sign up for a specific time. [Please note: This class is free to districts who belong to the Technology Support Service (TSS) CoSer, and uses a half day for districts who belong to the Office Automation (OA) CoSer. All others must pay a per-hour fee.]

Word Introduction Part 1

Microsoft Word makes word processing easy. This class will cover basic word processing skills including: creating, saving, and printing documents; editing techniques for selecting, copying, moving, and replacing text; basic character and paragraph formatting techniques.

Word Introduction Part 2

Once you have some basic Word experience, it is time to build on your skills to make your work more efficient! This class will include: using the clipboard; viewing two documents side by side; the basics of headers, footers, and page numbers; using built-in templates; turning your own document into a template; indenting; tabs; and using bullets and numbers for lists.

Prerequisite: Word Introduction Part 1 or equivalent experience.

Class Descriptions continued

Word Graphics

Add interest, color, and excitement to your documents with the use of drawings 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 Part 1 or equivalent experience.

Word Shortcuts, Tips, & Tricks

This class 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 Part 1 or equivalent experience.

MHRIC District Members

TECHNOLOGY SUPPORT SERVICE
Participating Districts

Arlington	**Pine Plains**
Dutchess BOCES	**Poughkeepsie**
Fallsburg	**Rondout Valley**
Florida	**Saugerties**
Highland Falls	**Spackenkill**
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Kingston	**Tuxedo**
Middletown	**Ulster BOCES**
Minisink Valley	**Valley Central**
Monticello	**Wallkill**
Onteora	**Warwick**
Pawling	

OFFICE AUTOMATION
Participating Districts

Arlington	**Rondout Valley**
Kingston	**Tri-Valley**
Middletown	**Ulster BOCES**
Monroe-Woodbury	**Wallkill**

MHRIC District Members

Registration Process For All MHRIC Events

All registrations for MHRIC events need to be completed using **MyLearningPlan.com** (MLP). If you do not currently have an MLP account, there is no charge to you or your district to set up a new MLP account.

You can register for events in MLP in two ways:

To go directly to a calendar of TSS classes, use this link: **https://www.mhric.org/training/tss/calendar-of-classes**. Click on the course title that you want, and you will be led through the enrollment process, including creating an account or logging in if you already have an account.

OR

From our **www.mhric.org** website, you can click on "Quicklinks" (top right on the blue bar) and select MLP on the drop down menu. This will bring you to a page with two blue buttons.

The "MHRIC Catalog" button brings you to a list of all the MHRIC offerings. Click on the course title that you want, and you will be led through the enrollment process, including creating an account or logging in if you already have an account.

If you need any assistance, please feel free to contact Barbara Heiles (bheiles@mhric.org or 845-255-1450 x 1316).

Calendar *of* Events

Registration for all events must be completed using MyLearningPlan.com (MLP).

September

9/23
Excel Introduction Part 1

9/25
Excel Introduction Part 2

October

10/2
Gmail – The New Basics
Gmail – Beyond the Basics

10/3
Adobe Acrobat Pro DC: Editing PDF Basics
Adobe Acrobat Forms
Word Introduction Part 1

10/7
Google Drive and G Suite Overview
Google Docs "Slice"

10/8
MS Windows 10 Tips & Tricks
Excel Made Easy – Basic Skills for Working with Spreadsheets

10/9
Mail Merge Using MS Office
Excel Pivot Tables

10/10
Word Introduction Part 2

10/15
DISTRICT DATA COORDINATOR MEETING
Adobe Photoshop Elements – Introduction
MS Publisher – Create Print Publications

10/16
Excel Comparing Lists

10/17
Excel Introduction Part 1
Excel Introduction Part 2

10/22
OFFICE PROFESSIONAL INSTITUTE

10/23
Access Introduction Part 1

10/24
Word Shortcuts, Tips, & Tricks

10/28
Excel Conditional Formatting "Slice"

10/29
FRONTLINE IEP DIRECTOR'S FORUM
Word Introduction Part 1
Word Introduction Part 2

10/30
FRONTLINE IEP DIRECTOR'S FORUM
Excel Intermediate Part 1
Excel Intermediate Part 2

10/31
Google Docs and Sheets

November

11/4
Access Intermediate Part 1

11/5
Google Calendar Basics

11/6
FALL SCHOOLTOOL USER GROUP MEETING
PowerPoint Introduction Part 1
PowerPoint Animations & Multimedia Part 2

11/7
Access Queries
Excel Shortcuts, Tips, & Tricks

11/8
Excel Advanced Part 1
Excel Advanced Part 2

11/12
CYBERSECURITY CONFERENCE
Excel Pivot Tables

11/13
Access Forms

11/14
Word Graphics "Slice"
Google Slides "Slice"

11/15
Google Sites

11/18
Excel Charts "Slice"

11/19
Excel Functions & Formulas Part 1
Excel Functions & Formulas Part 2

11/20
SCHOOL SECURITY MEETING
Specialty Projects Workshop

11/21
NVISION CALENDAR YEAR END USER GROUP MEETING
Word Shortcuts, Tips, & Tricks

11/25
Chromebook Overview "Slice"
Making ADA Accessible Documents "Slice"

December

12/2
Word Graphics
Mail Merge Using MS Office
Excel Comparing Lists

12/3
Google Forms
Google Sheets "Slice"

12/4
InDesign 2019 - Getting Started "Slice"
InDesign 2019 - Working with Text "Slice"
InDesign 2019 - Working with Images "Slice"

12/5
Google Charts "Slice"

12/9
Mail Merge in G Suite Using autoCrat

12/10
Access Reports
Access VBA & Macros

12/11
MASTER SCHEDULE BUILDER WORKSHOP
MS Office Templates "Slice"
Google Docs Templates "Slice"

12/12
MASTER SCHEDULE BUILDER WORKSHOP
Excel Shortcuts, Tips, & Tricks

12/16
PowerPoint Links and Action Buttons

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				