



Technology Tips for Office Organization and Communication

PART I – PRODUCTIVITY AND COMMUNICATION

- Analysis
 - Assessing Needs
 - More Resources Than You Think
- Application
 - Start Small
 - Match Up Technology to Tasks
- Demonstrations

PART II – NEW TECHNOLOGIES

- Introduction
- Demonstrations
 - Twitter
 - Facebook

PART III – Q&A



Resources

FREE ONLINE TRAINING DEMOS

Office 2003 AND 2007

www.microsoft.com: Free training demonstrations and videos

Office 2003 training

<http://www.internet4classrooms.com/on-line.htm>

<http://mistupid.com/tutorials/index.htm>

Various college and support websites

IDEAS

Outlook

Master calendars with attached documents

Scheduled Vacation/Sick Time

Auto Reminders

Group distribution lists

Task assignments

Word

Pasted phrases

Form letters

TOC templates

Help

Excel

Calculations

Ordering information

Graphs

PowerPoint

Presentation templates

Website for students

Publisher

Quick Publications

Template for brochures, newsletters, etc