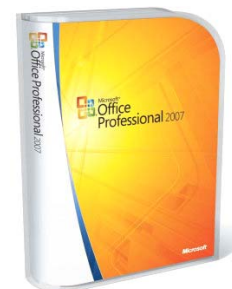


Microsoft Office Upgrade

Microsoft Office 2007 will replace Microsoft Office 2003. MS FrontPage 2003 will be retained, MS Project 2007 and MS Visio 2007 will be loaded. Downtime for individual machines is estimated at 30-60 minutes. Upgrade schedule is as follows:

- **Campus Labs, Training Centers, and Faculty Workrooms** will be upgraded from July 28 — August 15.
- **Individual Faculty Computers** will be upgraded from August 18 - August 29.
- **All other computers** will be upgraded sometime from September through December.

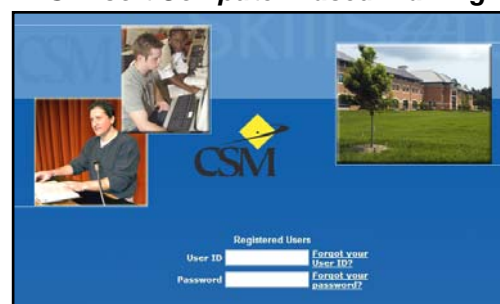
Need it sooner? Later? Contact the Help Desk.



Training Opportunities

Technical Training and the Division of Distance Learning and Faculty Development have worked together to provide a training solution for faculty and staff. Computer-Based training will be available beginning **August 1st**. Classroom-based **orientations** to the Computer-Based program will be available throughout the fall semester. **Open lab hours** will also be available. During open lab hours, assistance with the training program and MS Office 2007 applications will be available.

Skillsoft Computer-Based Training



Faculty Pre-semester MS Office 2007 Computer-Based Training Orientations:

- **Wednesday, Aug 20:** 10:00—11:00 am, CC100
- **Thursday, Aug 21:** 3:45—4:40, CC100
- **Friday, Aug 22:** 9:00—10:00 am, CC100
- **Saturday, Aug 23:** 9:15—10:15 am, CC100
- **Tuesday, Aug 26:** 9:00 – 10:00 am, LEON Room A301
- **Tuesday, Aug 26:** 1:00—2:00 pm, PRIN Room PFA118

Note, more orientation sessions for staff and faculty will be advertised throughout the fall as the upgrade continues.

MS Office 2007 Computer-Based Training Open Lab Hours:

Check the Training
Calendar at:
<http://info.csmd.edu/Training>

About the Computer-Based Training

Skillsoft Computer-Based training provides us with the ability to deliver a wide variety of subject matter in order to meet CSM's diverse training needs. Orientation sessions will be held throughout the fall to acquaint faculty and staff with the program and open lab hours will be scheduled to assist you as you get started. The orientations and lab hours will also give you the chance to formally schedule training.

**Login
Today!**

Begin your training at: <http://csm.skillport.com>. Your **User ID** is the same as your on-line services ID and your initial **Password** is your seven digit employee/student number. From **My Plan**, click **Office 2007** to register. Your progress and completion of training will be documented.
Call the CSM Help Desk ext. 4357 for login issues.

For more information or questions regarding the MS Office 2007 training contact:
Wendy Cleary, wendyc@csmd.edu (staff), Joel Kinison, joelk@csmd.edu (faculty)