

# STEPS — Student Technology Educational Programs

Spring, 2010

**Free** Workshops—no registration required  
60-90 minutes

Need help with a PowerPoint presentation?  
See PowerPoint

We can help you become more familiar with the following programs:

- Microsoft **Word**—an introduction to Word Processing
- Setting up **APA and MLA** papers
- Making the most of your **IPFW Account**: Email, I drive, my.ipfw.edu
- The basics of **Research** using the web
- **Microsoft PowerPoint**—creating a presentation
- **Creating a Simple Web Page Design**
- **Endnote** – reference pages made easy
- A walk through **eLearning-Blackboard**
- **Photoshop** - working with digital pictures
- **Excel Basics** - Formulas, basic charts

Want to save time writing reference pages?  
See Endnote


Need help changing margins or double spacing for your paper?  
See Word

All workshops are one session and include handouts.  
For more information visit our web site [www.ipfw.edu/casa/steps](http://www.ipfw.edu/casa/steps)  
Presented by CASA and IT Services for IPFW & Ivy Tech Students  
Questions—contact Sue at [kecks@ipfw.edu](mailto:kecks@ipfw.edu)



	Mon	Tue	Wed	Thu	Fri
<b>STEPS for January 2010</b>	<b>11</b> <i>eLearning -Blackboard</i> 2:00 PM– 3:00 PM KT 116	<b>12</b> <i>Your IPFW Account</i> 1:30 PM–2:30 PM KT 116	<b>13</b> <i>eLearning -Blackboard</i> 11AM– 12:00 PM KT 116	<b>14</b> <i>eLearning -Blackboard</i> 3:00 PM – 4:00 PM KT 116	<b>15</b>
	<b>18</b> <i>Martin Luther King Day</i> No Classes	<b>19</b> <i>Using eLearning</i> Noon - 1:00 PM KT 116	<b>20</b> <i>Your IPFW Account</i> 11:00 AM–12 noon KT 116	<b>21</b> <i>Your IPFW Account</i> 9:00 AM–10:00AM KT 116	<p>Know how to use your I-drive (a place to save documents on and off campus)? See IPFW account</p>
	<b>25</b> <i>APA &amp; MLA Papers</i> 11:00 AM–12 noon KT 116	<b>26</b>	<b>27</b> <i>Excel</i> 9:00 AM– 10:00 AM KT 116	<b>28</b> <i>eLearning -Blackboard</i> 3:00 PM – 4:00 PM KT 116	
<b>STEPS for February 2010</b>	<b>1</b> <i>IPFW Account</i> 2:30 PM– 3:30 PM KT 116	<b>2</b> <i>Endnote</i> 10:30 AM–11:30 AM KT 116	<b>3</b> <i>MS Word</i> 11:00 AM– 12 noon KT 116	<b>4</b> <i>PowerPoint</i> Noon - 1:00 PM KT 116	<b>5</b> Questions? <a href="http://www.ipfw.edu/casa/steps">www.ipfw.edu/casa/steps</a>
	<b>8</b> <i>Photoshop</i> 10:00 AM– 11:30 AM KT 116	<b>9</b> <i>APA &amp; MLA Papers</i> 11:00 AM–12:00 noon KT 116	<b>10</b> <i>Web Page Design</i> 10:00 AM – 11:30 AM KT 116	<b>11</b> <i>Research</i> 10:00 AM–11:00 AM KT 116	<p>Would you like to create a web page and publish it? See Web Page Design</p>
	<b>15</b> <i>MS Word</i> 1:00 PM–2:00P M KT 116	<b>16</b> <i>Web Page Design</i> 9:00 AM–10:30AM KT 116	<b>17</b> <i>Research</i> 11:00 AM–12:00 noon KT 116	<b>18</b> <i>PowerPoint</i> 4:00 PM–5:00 PM KT 116	
					<b>OVER</b> to continue Schedule

**Spring, 2010**

	Mon	Tue	Wed	Thu	Fri
<i>February Cont.</i>	<b>22</b> <i>Web Page Design</i> 11:00 AM—12:30 PM KT 116	<b>23</b> <i>Excel Basics</i> 3:00 PM—4:00 PM KT 116	<b>24</b> <i>PowerPoint</i> 9:00 AM—10:00 AM KT 116	<b>25</b> <i>Research</i> 3:00 PM—4:00 PM KT 116	<b>26</b>
<b>STEPS for March</b>	<b>1</b> <i>Excel Basics</i> 11:00 AM—12:00 noon KT 116	<b>2</b> <i>PowerPoint</i> 11:00 AM—12:00 noon KT 116	<b>3</b>	<b>4</b> <i>Endnote</i> 1:30 PM—2:30 PM KT 116	<b>5</b>
	<b>8-12 Spring Break—No Classes</b>				
	<b>15</b>	<b>16</b> <i>Photoshop</i> 11:00 AM—12:30 PM KT 116	<b>17</b> <i>PowerPoint</i> 1:30 PM—2:30 PM KT 116	<b>18</b> <i>Web Page Design</i> 1:30 PM—3:00 PM KT 116	<b>19</b>
	<b>22</b> <i>Research</i> 2:00 PM—3:00 PM KT 116	<b>23</b> <i>MS Word</i> 9:00 AM—10:00 AM KT 116	<b>24</b> <i>APA &amp; MLA Papers</i> 2:30 PM—3:30 PM KT 116	<b>25</b> <i>Photoshop</i> 1:30 PM—3:00 PM KT 116	<b>26</b>
<b>2010</b>	<b>29</b> <i>PowerPoint</i> 2:30 PM—3:30 PM KT 116	<b>30</b> <i>Web Page Design</i> 12 noon—1:30 PM KT 116	<b>31</b> <i>Photoshop</i> 10:00 AM—11:30 AM KT 116		

*Creating a PowerPoint Presentation*

*Creating a Simple Web Page Design*

*Endnote—reference pages made easy*

*Research on the Web*

*Setting up your paper: APA & MLA*

	Mon	Tue	Wed	Thu	Fri
<b>STEPS for April</b>	<i>Are you ready for those final projects and papers?</i>				
				<b>1</b> <i>Web Page Design</i> 9:00 AM—10:30 AM KT 116	<b>2</b> Questions? <a href="http://www.ipfw.edu/casa/steps">www.ipfw.edu/casa/steps</a>
	<b>5</b> <i>Photoshop</i> 2:30 PM—4:00 PM KT 116	<b>6</b> <i>PowerPoint</i> Noon - 1:00 PM KT 116	<b>7</b>	<b>8</b> <i>Excel</i> 12 noon—1:00 PM KT 116	<b>9</b>
	<b>12</b> <i>Endnote</i> 9:00 AM—10:00 AM KT 116	<b>13</b>	<b>14</b> <i>Web Page Design</i> 11:00 AM—12:30 PM KT 116	<b>15</b> <i>PowerPoint</i> 10:00 AM—11:00AM KT 116	<b>16</b>
	<b>2010</b>	<b>19</b> <i>PowerPoint</i> 9:00 AM—10:00 AM KT 116	<b>20</b> <i>Web Page Design</i> 1:30 PM—3:00 PM KT 116	<b>21</b>	<b>22</b>

