

STEPS — Student Technology Educational Programs

Need help with a PowerPoint presentation?
See PowerPoint

Free Workshops—no registration required
60-75 minutes—bring your own disk for saving

Want to save time writing reference pages?
See Endnote

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** (formerly WebCT)
- **Photoshop 1 & 2** - working with digital pictures




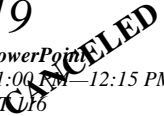



Need help changing margins or double spacing for your paper?
See Word



All workshops are one session and include handouts.
For more information visit our web site www.ipfw.edu/casa/steps
Presented by CASA and IT Services for IPFW Students

	Mon	Tue	Wed	Thu	Fri
STEPS for January 2008	14 Using eLearning (Web CT) 2:00 PM– 3:15 PM KT 116	15	16 Using eLearning (Web CT) 11AM– 12:15 PM KT 116	17 Using eLearning (Web CT) 3:00 PM – 4:00 PM KT 116	18
	21 Martin Luther King Day No Classes	22 Using eLearning (Web CT) Noon - 1:15 PM KT 116	23 Your IPFW Account 11:00 AM–12:15 PM KT 116	24 Your IPFW Account 9:00 AM–10:15 AM KT 116	<p>Know how to use your I-drive (a place to save documents on and off campus)? See IPFW account</p>
	28 APA & MLA Papers 11:00 AM–12 noon KT 116	29 Your IPFW Account 1:30 PM–2:45 PM KT 116	30 IPFW Account 9:00 AM– 10:15 AM KT 116	31 Using eLearning (Web CT) 3:00 PM – 4:00 PM KT 116	
STEPS for February 2008	4 IPFW Account 11:00 AM– 12:15 PM KT 116	5 Endnote 10:30 AM–11:45 AM KT 116	6 MS Word 11:00 AM– 12:15 PM KT 116	7 PowerPoint 3:00 PM – 4:15 PM KT 116	8 Questions? www.ipfw.edu/casa/steps
	11 Photoshop 1 10:00 AM– 11:30 AM KT 116	12 APA & MLA Papers 11:00 AM–12:00 noon KT 116	13 Web Page Design 10:00 AM – 11:15 AM KT 116	14 PowerPoint 3:00 PM – 4:15 PM KT 116	<p>Would you like to create a web page and publish it? See Web Page Design</p>
	18 MS Word 1:30 PM–2:30PM KT 116	19 Web Page Design 9:00 AM–10:15 AM KT 116	20 Research 11:00 AM– 12:15 PM KT 116	21 Endnote 4:00 PM–5:15 PM KT 116	
					OVER to continue Schedulee

	Mon	Tue	Wed	Thu	Fri
<i>February Cont.</i>	25 <i>Web Page Design</i> 11:00 AM– 12:15 PM KT 116	26  <i>Photoshop 1</i> 11:00 PM–12:30 PM KT 116	27 <i>PowerPoint</i> 9:00 AM–10:00 AM KT 116	28 <i>Research</i> 1:30 PM–2:45 PM KT 116	29
STEPS for March	3  <i>Photoshop 2</i> 10:00 AM–11:30AM KT 116	4 <i>PowerPoint</i> Noon - 1:15 PM KT 116	5	6 <i>Endnote</i> 1:30 PM–2:45 PM KT 116	7
	10-14 Spring Break—No Classes				
	17	18  <i>Photoshop 2</i> 11:00 AM–12:30 PM KT 116	19 	20 <i>Web Page Design</i> 1:30 PM–2:45 PM KT 116	21
	24 <i>Research</i> 3:00 PM – 4:00 PM KT 116	25 <i>PowerPoint</i> 9:00 AM–10:15 AM KT 116	26 <i>APA & MLA Papers</i> 10:00 AM–10:50 AM KT 116	27 <i>Web Page Design</i> Noon - 1:15 PM KT 116	28
	31 <i>PowerPoint</i> 11:00 AM– 12:15 PM KT 116	<i>See April below</i>			
2008					


*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
STEPS for April	<i>Are you ready for those final projects and papers?</i> 				
		1 <i>Web Page Design</i> 9:00 AM–10:15 AM KT 116	2 <i>PowerPoint</i> 11:00 AM– 12:15 PM KT 116	3 <i>Endnote</i> 9:00 AM–10:15 AM KT 116	4 Questions? www.ipfw.edu/casa/ steps
	7 <i>Endnote</i> 9:00 AM–10:15 AM KT 116	8 <i>PowerPoint</i> Noon - 1:15 PM KT 116	9	10 <i>PowerPoint</i> 1:30 PM–2:45 PM KT 116	11
	14 <i>PowerPoint</i> 3:00 PM – 4:15 PM KT 116	15 <i>Web Page Design</i> Noon - 1:15 PM KT 116	16 <i>Endnote</i> Noon - 1:15 PM KT 116	17	18
	21 <i>PowerPoint</i> 9:00 AM–10:15 AM KT 116	22 <i>Web Page Design</i> 1:30 PM–2:45 PM KT 116	23 <i>Endnote</i> 11:00 AM– 12:15 PM KT 116	24	25
2008					