



UW-Extension Western District Technology Training

Monday, October 19, 2009 UW-La Crosse Campus
Monday, November 9, 2009, WITC, Rice Lake

9:45 Welcome & Introductions

Lisa Linfield, CES Technology Education Specialist

10:00 Practical tips to increase productivity and efficiency using Office 2007 (Outlook, Word, PowerPoint, Excel):

- Organize and manage your inbox, contacts and calendar in Outlook/Exchange 2007 – *if time permits we may also explore web-based calendaring tools such as Doodle*
- Manage your time and projects using Outlook's tasks feature
- Use To-Do bar to keep track of your tasks, appointments and flagged messages
- Save time with building blocks – store frequently used content (logos, hyperlinks, etc.) and insert them when you need them via the Quick Parts gallery
- Create diagrams and flow-charts quickly and easily using Smart Art

12:00 Lunch WITC-Rice Lake Cartwright Center, UW-La Crosse

1:00 Creating your blog with WordPress

- Features of the *fyi.uwex.edu* (externally-focused content) and *blogs.ces.uwex.edu* (internal CES-focused content) will be explored.
- Participants will create a sample blog, post articles, insert images/media, categorize posts, apply a theme and insert widgets.
- Best practices and RSS will also be discussed.

- Each location will be limited to 20 colleagues. Low enrollment may result in cancellation.
- UW-Extension Western District Office will cover the lunch and UW-L parking
- UW-Extension CES Information Technology Department is covering the cost of the trainer and any lab fees.
- Mileage reimbursement is available to Western District colleagues on an as needed basis.
- This offering will be available to Western District Agents until 10/09/09; it then will be open to County Support Staff and colleagues in other districts.
- Any colleague outside the Western District will be responsible for all meal and transportation expenses.
- Call Liz Hiltz at 715-284-1176 for registration information and questions.

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