



# Instructional Technology

San Joaquin County Office of Education

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## Spring Technology Classes

Professional Development Center  
2006 Course Catalog

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[www.edserv.sjcoe.net/pdc/classes.html](http://www.edserv.sjcoe.net/pdc/classes.html)

2857 Transworld Dr., Stockton, CA, 95206

209-468-4883

# did you know..?



As part of Google's mission to organize the world's information and make it universally accessible and useful, they are testing an email service called Gmail.

Gmail is a free, search-based webmail service that includes more than 2,500 megabytes (2.5 gigabytes) of storage. The backbone of Gmail is a powerful Google search engine that quickly finds any message an account owner has ever sent or received. That means there's no need to file messages in order to find them again.

When Gmail displays an email, it automatically shows all the replies to that email as well, so users can view a message in the context of a conversation. There are no pop-ups or untargeted banner ads in Gmail, which places relevant text ads and links to related web pages adjacent to email messages.

## MAC or PC Try Me!



[www.flickr.com](http://www.flickr.com)

Flickr is almost certainly the best online photo management and sharing application in the world. Let us show you why!

Flickr is a way to get your photos to the people who matter to you simply and easily.

Securely and privately show photos to your friends and family around the world. Connects easily with blogging, mapping and other services.

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## Old VHS tapes?

## Check this out!

*Did you know we can take your old non copy righted VHS tapes and put them on DVD? We utilize the latest state-of-the-art, automated equipment for crystal clear, mirror image, perfect copies every time. Prices vary depending on quantity ordered and labeling choices.*

- *Brand Name, High Grade Blank DVD media*
- *Duplication from your supplied Master VHS tape*
- *Full Color Label*
- *All Labor and Quality Control*

*Contact Toni Gutierrez at SJCOE for more information. 209-468-4883*

# Registration Information

## Registration for classes accepted NOW! 5 Easy Ways to Register



**On-line:** Download registration form from our web site in PDF format. Web address is:

[www.edserv.sjcoe.net/pdc/classes.html](http://www.edserv.sjcoe.net/pdc/classes.html)



**Walk-In:** (8:00 am to 5:00 p.m.)

Correct fee and completed registration form must be turned in at time of registration. Walk in address is 2857 Transworld Dr., Stockton, CA 95206, San Joaquin County Office of Education, Professional Development Center.



**Phone-IN:** (8:00 am to 5:00 p.m.)

Call 209-468-4883 to guarantee your space in the class. Fee must follow within 5 working days to: Attn: Toni Gutierrez, San Joaquin County Office of Education, P.O. Box 213030, Stockton, CA 95213.



**Mail-IN:** Correct fee and a completed registration form must be included. Please do not mail cash.

Attn: Toni Gutierrez, San Joaquin County Office of Education, P.O. Box 213030, Stockton, CA 95213.



**Fax-IN:** Fax to 209-468-9124. To guarantee your space in the class fee must follow within 5 working days to: Attn: Toni Gutierrez, P.O. Box 213030, Stockton, CA 95213.

**Call 209-468-4883 for information**

### All classes are held in the computer labs at the

San Joaquin County Office of Education  
Professional Development Center  
2857 Transworld Dr., Stockton, CA

**Make checks payable to:**  
SJCSSF

**Mail to:** P.O Box 213030, Stockton, CA 95213

**Refunds** will only be made if class is cancelled.

Sorry, no payments by credit cards are accepted.



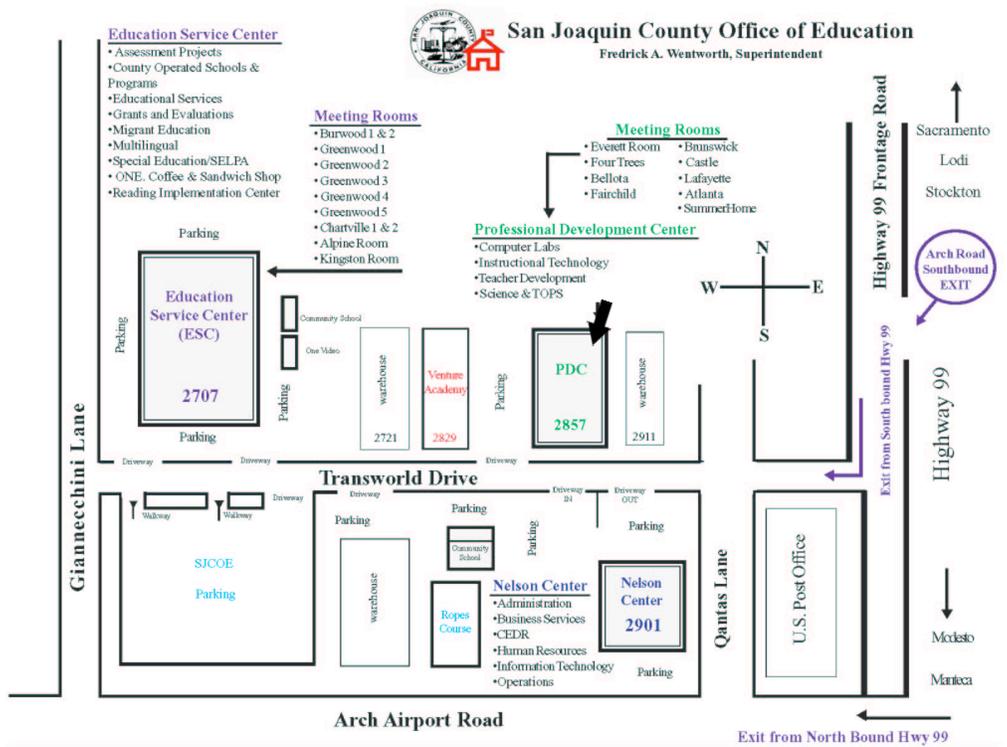
# Registration Form

## San Joaquin County Office of Education Technology Classes

2857 Transworld Dr., Stockton, CA 95206 • 209-468-4883

First Name	Last Name
Home Street Address	
City	Zip
Home Phone	Wk. Phone
School District	Position
E-mail Address	

Class #	Class Name	Fee
	Total	



# Windows Classes

## MICROSOFT Word

### Intermediate Word Part 1

#### **Presenting Information in Tables & Columns**

Print envelopes & labels

Insert tables

Format tables with borders & shading

Calculate totals in a table using formulas

Display text in columns

#### **Working with Graphics**

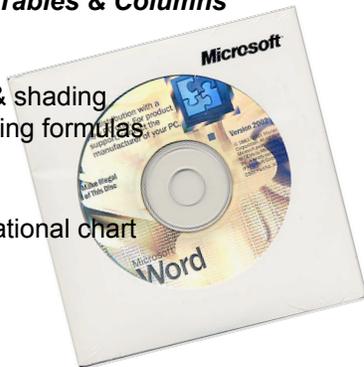
Create a diagram & organizational chart

Insert and modify pictures

Align text & pictures

Create WordArt

Draw & modify shapes



**Instructor: Allen Whittier**

**Fee** - \$15.00 for 1-night class **5:00 - 8:00 p.m.**

#200 - Tuesday, February 28, 2006

### Intermediate Word Part II

#### **Working with Charts**

Add a chart to a document

Modify the appearance of a chart

Import data into a chart

#### **Collaborating with others**

Track and manage changes in a document

Compare and merge documents

Review comments in a document

Protect a document

**Instructor: Allen Whittier**

**Fee** - \$15.00 for 1-night class - **5:00 - 8:00 p.m.**

#201 - Tuesday, March 7, 2006

### Intermediate To Advanced Word

#### **Customizing Word for the Way You Work**

Customize menus

Customize toolbars

Automate tasks using simple macros

Customize macro tasks

#### **Creating Form Letters and Labels**

Understand mail merge

Prepare & select data for a form letter

Create a form letter

Merge data with a form letter

Create & print labels

**Instructor: Allen Whittier**

**Fee** - \$15.00 for 1-night class - **5:00 - 8:00 p.m.**

#203 - Wednesday, March 15, 2006

### Advanced Word

#### **Creating Forms for Use Online or in Print Form**

Create a form document

Insert text form fields, check boxes, and drop-down form fields

Modify and use a form document

Protect a form document

#### **Working with Footnotes and Bookmarks**

Add and revise footnotes and endnotes

Change the note separator

Navigate a document by footnotes & bookmarks

Manage master documents and subdocuments

**Instructor: Allen Whittier**

**Fee** - \$15.00 for 1-night class - **5:00 - 8:00 p.m.**

#204 - Tuesday, March 21, 2006

## MICROSOFT EXCEL

### Get to know Excel for Beginners

#### **Get to Know Excel**

Create, open, edit close and save a workbook

Enter and edit cell data

Copy, cut and paste data

Use the AutoFill & Fill Series options to enter data

Check spelling in a workbook

Find and replace cell data and formats

#### **Set Up a Workbook**

Modify worksheet names and positions

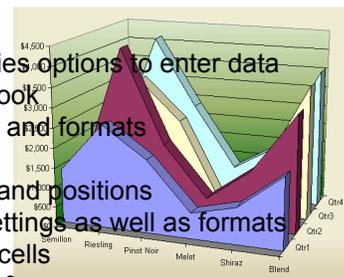
Modify row and column settings as well as formats

Merge and center data in cells

Hide and unhide columns & rows

Use Freeze Panes feature

Add a graphic to a document



**Instructor: Allen Whittier**

**Fee** - \$15.00 for 1-night class - **5:00 - 8:00 p.m.**

#205 - Tuesday, March 28, 2006

### Beginning to Intermediate Excel

#### **Perform Calculations on Data**

Name groups of cells

Create and revise formulas to calculate values

Use named ranges in formulas

Insert functions as part of formulas

Find and correct errors in calculations

#### **Format Your Worksheet for a Professional Look**

Apply borders and colored shading to cells

Create and apply custom number formats

Use conditional formats

Insert custom headers & footers

Modify page setup options for a worksheet

**Instructor: Allen Whittier**

**Fee** - \$15.00 for 1-night class - **5:00 - 8:00 p.m.**

#206 - Tuesday, April 4, 2006

# Windows Classes

## MICROSOFT EXCEL

### Intermediate Excel-Not for Beginners

#### **Focus on Specific Data Using Filters**

- AutoFilter data lists
- Define and apply filters
- Use data validation to ensure accurate data input

#### **Combine Data from Multiple Sources**

- Create and edit a template
- Create a workbook using a template
- Copy worksheets
- Use 3-D reference (i.e. link data between workbooks, worksheets and cells)
- Use data consolidation to summarize multiple sets of data

#### **Reorder and Summarize Data**

- Create workspaces
- Sort a data list
- Organize data into levels
- Calculate subtotals of data

**Instructor: Allen Whittier**

**Fee - \$15.00 for 1-night class - 5:00 - 8:00 p.m.**

**#207 - Tuesday, April 11, 2006**

### Intermediate to Advanced Excel-Not for Beginners

#### **Create Dynamic Lists with Pivot Table**

- Create a Pivot Table
- Edit a Pivot Table
- Create a Pivot Table from external data

#### **Create Charts**

- Create, customize and print a chart
- Forecast values by performing trend line analysis

- Create a dynamic chart using Pivot Charts

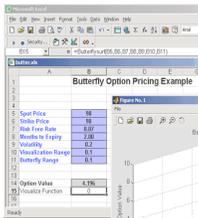
#### **Print Worksheets, Charts, and Data Lists**

- Change page orientation
- Change page breaks with a worksheet
- Change page printing order for a worksheet
- Print nonadjacent sheets from a workbook
- Print part of a data list
- Print a chart

**Instructor: Allen Whittier**

**Fee - \$15.00 for 1-night class - 5:00 - 8:00 p.m.**

**#208 - Tuesday, April 18, 2006**



## MICROSOFT POWERPOINT

### Beginning PowerPoint

#### **Create a Presentation**

- Choose the best method to start a presentation
- Create & edit a presentation
- Browse through a presentation
- View a presentation: Normal, Slide Sorter, Notes Page, & Slide Show

#### **Work with a Presentation**

- Create a presentation using a design template
- Create a new slide
- Insert slides from other presentations

**Instructor: Allen Whittier**

**Fee - \$15.00 for 1-night class 5:00 - 8:00 p.m.**

**#209 - Tuesday, April 25, 2006**

Microsoft  
**PowerPoint**

### Beginning to Intermediate PowerPoint

#### **Print a Presentation**

- Add a header and a footer
- Insert an outline from Microsoft Word
- Add and move text on slides
- Find and replace text and fonts

#### **Outline Your Ideas**

- Enter text in an outline
- Insert an outline from Microsoft Word
- Delete and rearrange slides and text
- Format text in an outline
- Send an outline or notes to Word

**Instructor: Allen Whittier**

**Fee - \$15.00 for 1-night class - 5:00 - 8:00 p.m.**

**#210 - Tuesday, May 2, 2006**

### Intermediate PowerPoint - Not for Beginners

#### **Apply and Modify Design Templates**

- Apply a design template to a presentation
- Make your presentation look consistent
- Format master text and bullets
- Save a presentation as a design template

#### **Draw and Modify Shapes**

- Draw, resize, and change shapes
- Copy, move, align, and connect shapes
- Add 3-D effects, rotate, and flip shapes
- Group and ungroup shapes
- Insert and play sounds and movies in a slide show
- Add slide timings
- Record a narration in a slide show
- Create a self-running presentation

**Instructor: Allen Whittier**

**Fee - \$15.00 for 1-night class - 5:00 - 8:00 p.m.**

**#211 - Tuesday, May 9, 2006**

# Windows Classes

## MICROSOFT ACCESS

### Beginning Access Part I

#### **Get to Know MS Access XP**

What is a database  
Open an existing database  
Explore tables, queries, forms, reports, and other access objects

#### **Create a New Database**

Create a database and table the simple way  
Check the work of a wizard  
Refine how data is displayed  
Manipulate table columns and rows

**Instructor: Allen Whittier**

**Fee - \$15.00 for 1-night class - 5:00 - 8:00 p.m.**  
#212 - Tuesday, May 16, 2006

### Beginning Access Part II

#### **Get Information Into and Out of a Database**

Import information from Excel, other Access files, and other databases  
Import information from text files and HTML & XML data  
Export information to other applications  
Link database information to another database

#### **Simplify Data Entry with Forms**

Create a form using a wizard  
Refine form properties and layout  
Add controls to a form  
Create a form using an AutoForm  
Add a Subform to a form



**Instructor: Allen Whittier**

**Fee - \$15.00 for 1 night class - 5:00 - 8:00 p.m.**  
#213 - Tuesday, May 23, 2006

### Beginning Access Part III

#### **Locating Specific Information**

Sort information  
Filter information in a table and in a form  
Locate information that matches multiple criteria  
Create a query in Design View & with a wizard  
Performing calculations in a query

#### **Keeping Your Information Accurate**

Use the data type, field size property and input mask to restrict data  
Use validation rules and lookup list to restrict data  
Update information in a table  
Delete information from a table

**Instructor: Allen Whittier**

**Fee - \$15.00 for 1 night class - 5:00 - 8:00 p.m.**  
#214 - Tuesday, May 30, 2006

### 23 Things to do with a Thumb Drive

New

Once known as simple little gizmos that were basically just modern replacements for floppy disks, USB flash drives have suddenly grown up. You can now replicate your desktop environment, encrypt files on the fly, and even rescue your PC with one of these formerly modest devices. Come learn some of the coolest things you can do today with the innocuous-looking thumb drive sitting on your desk. So bring your flash drive and have some fun.



**Familiarity with Windows XP helpful.**

**Instructor: Toni Gutierrez**

**Fee - \$15.00 for 1-night class - 5:00 - 8:00 p.m.**  
#215 - Wenesday, March 29, 2006

### Computer Security Plauged by spam, virusus....

New



Hardly a day goes by without a new story about spam, viruses, spyware, and other hazards of using the Internet. Spammers and malicious hackers work relentlessly to defy computer defenses, expecting that some people haven't applied the latest security fixes. You can help thwart them by keeping your computer secure. Learn what you can do to make your computer and your personal information safer in this one night class.

**Instructor: Jan Rutan**

**Fee - \$15.00 for 1-night class - 5:00 - 8:00 p.m.**  
#216 - Wednesday, April 5, 2006



### Crossing Platforms from Macintosh to Windows



Switching from a computer using a Macintosh operating system to a computer using a Windows XP operating system can be frustrating. Attend this class and make your transition smoother. Learn how to use a Windows XP computer like you do your Macintosh computer.

**Instructor: Jan Rutan**

**Fee - \$15.00 for 1-night class - 5:00 - 8:00 p.m.**  
#217 - Wednesday, April 12, 2006

# Windows Classes

## Adobe InDesign

### The Basics of Adobe InDesign

Learn about the tools and features of Adobe's desktop publishing powerhouse InDesign. We'll cover the function of each tool, discuss proper importing of graphics and text, and look at options for saving and outputting files while each participant puts together their very own flyer.



**Instructor: Trent Allen**

**Fee - \$15.00 for 1-night class - 5:00 - 8:00 p.m.**

#218 - Wednesday, April 19, 2006

### Producing a Brochure with Adobe InDesign

This session will provide a brief review of material covered in session one and build on it by looking at the production of a tri-fold brochure. Participants will learn how to setup margin and column guides, manage color usage in a document, and more.



**Instructor: Trent Allen**

**Fee - \$15.00 for 1-night class - 5:00 - 8:00 p.m.**

#219 - Wednesday, April 26, 2006

### Working Smarter, Not Harder, to Produce a Newsletter with InDesign

This session will build upon sessions one and two by looking at features to help you produce repetitive documents quickly and easily. Style sheets, master pages, automatic page numbering, and more opportunities to practice working in InDesign will be covered.



**Instructor: Trent Allen**

**Fee - \$15.00 for 1-night class - 5:00 - 8:00 p.m.**

#220 - Wednesday, May 3, 2006

# Mac Classes

## Adobe Photoshop CS2

### Learning to Use Photoshop CS2

**Want to learn how to do some cool stuff with Photoshop?**

This four week course will include basic digital imaging with cameras, scanners and CD's with digital images to input on the computer.

Portrait editing using photoshops cool tools.

Demotivational Poster making.

Sizing and resizing files of photos for other uses such as PowerPoint and iPhoto presentations.

Image editing for small flaws and big goofs: examples would be dust and scratches on scanned photos, a missing person in a family portrait, or removing an unwanted object in your photo.

Working with automatic functions of CS2 to straighten horizon lines and rename files from batch scanning of several individual photos.

How to make your photos float off the page and more.....



**Instructor: Marlowe Burgess**

**Fee - \$60.00 for a 4 night class - 5:00 - 8:00 p.m.**

#221 - Wednesdays: March 8, 15, 22 & 29, 2006

# Mac Classes

**iTunes 6  
iPhoto 6  
iMovie 6  
iDVD 6**

*Take all four so you can explore how working in iLife integrates and more!*



**New**

**iTunes 6**

**Using iTunes with or without iPod- Be a Music Master!**

Through the use of step-by-step instructions and helpful tips, you'll learn the basics of iTunes and iPods.



Start by importing music from your favorite CDs or purchasing it from the iTunes Music Store. Then with music stored on your computer, you'll learn how to organize your music with playlists, burn your own CDs, and even sync your music library with an iPod, Apple's portable digital music player.

**Instructor: Marilyn Penko**

**Fee - \$15.00 for 1 night class - 5:00 - 8:00 p.m.**

**#222 - Tuesday, March 14, 2006**

**New**

**iPhoto 6**

**Use your digital camera to it's full potential w/iPhoto**

After you've taken a few pictures with your digital camera you'll want to import them into

iPhoto, organize them and share them with friends and family.

iPhoto also makes it easy to improve your photographs by allowing you to crop your pictures for better composition, enhance colors, reduce red-eye, and even convert color pictures to black and white or sepia for an old-fashioned look.

You'll also learn how you can create your own beautifully designed photo books to print yourself, or you can have them professionally bound and shipped directly to you. In your photo book, you can add your own text and choose from a variety of professionally designed theme.



**Instructor: Marilyn Penko**

**Fee - \$15.00 for 1 night class - 5:00 - 8:00 p.m.**

**#223 - Thursday, March 16, 2006**

**iMovie HD/iDVD 6**

**New**

Apple's iMovie Video Software just got better! Join us for this hands-on workshop as we explore all of the latest features of Apple Computer's popular video editing software, iMovie 6.

As if ease of use wasn't enough, iMovie 6 now has advanced editing tools.

Learn the new features such as built in themes for creating elegant motion graphics, improved titling, enhanced audio and real time effects and transitions. **Basic video editing knowledge or prior iMovie experience required.**



**Instructor: Maryanne Friend**

**Fee - \$60.00 for 4 night class - 5:00 - 8:00 p.m.**

**#224 - Tuesday, March 28, Thursday 30, Tuesday, April 4, & Thursday, April 6, 2006**

*Need More  
Information please  
call Toni Gutierrez @  
468-4883  
or  
email  
tgutierrez@sjcoe.net*