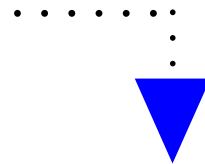




**Grasselli Library and Breen Learning Center**  
**Student Multimedia Center**  
**John Carroll University**



**Technology**  
**Tuesdays**

A series of short informal free classes presented in conjunction with the Grasselli Library Instruction Team to help library users take advantage of Grasselli Library's online media collection and improve their presentation skills

Unless otherwise noted, all classes will be taught by George Leggiero, library staff member, and be held in the Electronic Classroom on the upper level of the Library.

**Fall 2006**

**Series 1**

Sept 19 <sup>th</sup>	12:15-1:00 4:30-5:15	Finding Digital Media (Melody McMahon) Wikis
Sept 26 <sup>th</sup>	12:15-1:00 4:30-5:15	Using Videos, Photos and Graphics in PowerPoint Finding Digital Media (Melody McMahon)
Oct 3 <sup>rd</sup>	12:15-1:00 4:30-5:15	Basic Photo Editing with MS Office Tools Using Videos, Photos and Graphics in PowerPoint
Oct 10 <sup>th</sup>	12:15-1:00 4:30-5:15	Improve Your PowerPoint Presentations Basic Photo Editing with MS Office Tools
Oct 17 <sup>th</sup>	12:15-1:00 4:30-5:15	Basic Animation Techniques in PowerPoint Presentations Improve Your PowerPoint Presentations
Oct 24 <sup>th</sup>	12:15-12:45 4:30-5:15	Wikis Basic Animation Techniques in PowerPoint Presentations

**Series 2**

Oct 31 <sup>st</sup>	12:15-1:00 4:30-5:15	Finding Digital Media (Melody McMahon) RSS Feeds
Nov 7 <sup>th</sup>	12:15-1:00 4:30-5:15	Using Videos, Photos and Graphics in PowerPoint Finding Digital Media (Melody McMahon)
Nov 14 <sup>th</sup>	12:15-1:00 4:30-5:15	Basic Photo Editing with MS Office Tools Using Videos, Photos and Graphics in PowerPoint
Nov 21 <sup>st</sup>	12:15-1:00 4:30-5:15	Improve Your PowerPoint Presentations Basic Photo Editing with MS Office Tools
Nov 28 <sup>th</sup>	12:15-1:00 4:30-5:15	Basic Animation Techniques in PowerPoint Presentations Improve Your PowerPoint Presentations
Dec 5 <sup>th</sup>	12:15-1:00 4:30-5:15	RSS Feeds Basic Animation Techniques in PowerPoint Presentations

## Technology Tuesday Class Descriptions

Fall 2006

Unless otherwise noted, all classes will be taught by George Leggiere and be held in the Electronic Classroom on the upper level of the Library.

- **Finding Digital Media in the Grasselli Online Collections** Grasselli patrons have 24/7 access to thousands of digital photos, videos, and sound files to enhance your projects, reports, and presentations. Where can you find them? (Melody McMahon) Sept 19, 26. Oct 31, Nov 7
- **Using Video, Photos and other Graphics in PowerPoint Presentations** Tired of presenting the same old boring PowerPoint presentations? Liven them up with videos, photos and graphics you find on the Web or in the Grasselli online digital media collections. Learn the tricks to do this successfully with PowerPoint. Sept 26. Oct 3. Nov 7, 14.
- **Basic Photo and Graphics Editing Using MS Office Tools** You don't need a copy of PhotoShop to do basic editing on photos you import into your MS Word or PowerPoint work. The MS Office suite has some good editing tools to crop and adjust photos and other images you use in your work. Oct 3, 10. Nov 14, 21.
- **Improve Your PowerPoint Presentations** What are the secrets of a successful PowerPoint presentation? A PowerPoint presentation doesn't have to be a cure for insomnia. How can you hold your audience's attention and enhance your talk? Oct 10, 17. Nov 21, 28.
- **Basic Animation Techniques in PowerPoint Presentations** Static presentation slides can be fine, but adding some animation can be a fun addition to your lecture. Learn how to animate text, graphics and other objects. Oct 17, 24. Nov 28. Dec 5
- **Wikis** A wiki is a type of website that allows users to easily add or edit most content. This new type of interactive website is a great tool for collaborative writing. The best known wiki is Wikipedia , a free online encyclopedia edited by users worldwide. This class will show some popular wikis, explain how they work, and demonstrate how you can start your own free wiki site. Sept 19. Oct 24
- **RSS Feeds** Overwhelmed with your options for online news? Use Internet RSS feeds to easily keep up with the news you need from cyberspace. Learn how to find and install a news reader and how to find websites, blogs and news sites with RSS feeds. Oct 31. Dec 5

The Grasselli Library Instruction Team will be offering research-oriented 30-minute Info Sessions during the semester as well. See the "What's New" area on the library's web page for schedule and details.

<http://library.jcu.edu>

Classes offered this semester will include:

Linking E-Content to Course Pages  
E-Journals and InterLibrary Loan  
Library Research Refresher  
eBooks in the Grasselli Collection  
Electronic Full-Text Literature Databases  
Find Company Information and Analysis  
Find Primary Sources in History

