MOS Virtual Instructor Webinar Directions for 11-20-09 Sessions

The following information is designed to prepare you for this webinar session.

**Step# 1. Agenda-Schedule: Determine Topics of Interest**

Based on the questions that were submitted, prior to the webinar submission date deadline, the following schedule has been created for you to choose from for the 11-20-09 webinar:

**9:00am – 9:30am Session 1: Word 2007 Track Changes, Tabs and Graphics**
- Using Track Changes
- Adding Comments
- Accepting and Rejecting Changes
- Removing Markup
- Creating Tabs
- Clearing Tabs
- Modifying Tabs
- Anchoring Graphics

**9:30am – 10:00am Session 2: Outlook 2007: Calendar and Email Organization**
- Using Rules to Organize Email
- Other Organization Tips
- Using the Calendar
- Creating and Modifying Meetings

**10:00am – 10:30am Session 3: Excel 2007 Macros and other automation features**
- Creating a Macro
- Editing a Macro using VBA
- Using Macros
- Adding a Custom Macro button
- Creating Hyperlinks
- Using Text to Columns

**10:30am -11:00am Session 4: Excel 2007 Charting**
- Creating a Chart
- Changing Chart Options
- Adding Chart Titles
- Modifying Charts
Webinar Logistics: System Preparation and Test

- **Date**: Wednesday November 20th, 2009
- **Total Time**: 9am-11am
- **Web-link**: Go to: [http://mmsbreeze.itops.rpi.edu/r37944684/](http://mmsbreeze.itops.rpi.edu/r37944684/)
- **Login at the “Enter as a Guest” section using both your first and last name.** (Important)
- Follow the audio set-up instructions within the Adobe Connect tool. Several Screen images are provided to guide you. It is suggested that you do this prior to the webinar. Feel free to contact Will Fahey at extension 2318 with questions prior to the webinar.

Item:  1. Select “Meeting” from the drop-down menu at the top of the screen
Item: 2. Select “Manage My Settings”, and then “Audio Set-up Wizard” from the drop-down menu at the top of the screen. The audio set-up wizard will take you through the remainder of the process to ensure that you will have sound through your computer speakers during the webinar.

Webinar Hints

- Do what you can to eliminate distractions. Put your desk phone and cell phone on mute, close your office door if you have one, or move to a quiet area of your office.
- Turn off e-mail notification options
- “Block out” the time that you wish to participate on your calendar so that others are aware that you will not be immediately available.
- Have a method of note taking available so that you can jot down shortcuts, keystrokes etc.
- Enjoy the session and make the most of the time!