skills and use information effectively. During the one credit hour course, students will engage in a variety of tasks, such as participating in in-class research practice, topic development activities and creating annotated bibliographies to demonstrate their ability to use information properly.

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Office 2003 Workshops Discontinued; Custom Training and Deskside Coaching Still Available

By Sarah Kanning

Starting in December 2008, Office 2003 workshops at KU will be shelved. All future workshops from Instructional Services will be taught on the current Windows version, Office 2007.

The change is happening as a result of reduced interest and attendance of the Office 2003 workshops; removing those from the schedule will enable the trainers to offer more Office 2007 sessions and other more popular workshops.

Still using the previous version? Don’t despair. Help is still available in the form of Deskside Coaching, free one-on-one sessions you can schedule with a technology trainer. In addition, handouts from the Office 2003 workshops will continue to be available online at www.techdocs.ku.edu.

Online training for Office 2003 (and 2007) is also available from Microsoft at http://office.microsoft.com/training.

Is your department or workgroup making the transition to Office 2007 soon? Consider custom training sessions, another free service from Instructional Services.

You can consult with a technology trainer to plan a session especially for your team, targeting the specific applications and features you need. Technology trainers can even advise you on when, whether, and how to update items created in previous versions of Office, such as Access databases.

Call e-mail to make an appointment or learn more (785-864-0410, training@ku.edu).

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