

## Microsoft Office 2007 – Coming to Your Computer Soon!

Anyone who remembers the early years of computer word processing programs most likely recalls using Word Perfect. Then, remember how challenging it was to move to the new Word program? As difficult as it may have seemed in the beginning, most people actually liked Word better than its predecessor once they adjusted to the new features.

Get ready for another improvement, as Microsoft Office 2007 updates its nine-program line-up with Office 2007. Don't worry – Microsoft has simply changed the look and feel to make accessing the commands easier for users, say Beth Dalton, OTS user services manager, and Bret Pennington, senior PC specialist.

Word, Outlook, Excel, PowerPoint, Access and Publisher are the most frequently used Microsoft 2003 products. Also included in the Microsoft package that may not be as commonly used are Groove, InfoPath and OneNote. The names of the programs will remain the same with the updated 2007 version, and Vista is not required to run the Office Suite.

San Juan College faculty and staff will have time to acclimate themselves into the new system, as both 2003 and 2007 versions can be installed and used interchangeably. The only Office Suite program that users will have to choose between is Outlook.

"The good news is that Outlook actually has the fewest changes of all the Office Suite programs," explains Pennington, who has been testing the new program over the past five months. "And, as was the case with the old Word Perfect program, once people adjust to the new 2007 version, they won't want to go back to 2003. It will simply be a matter of getting accustomed to where the items are placed on the tool bar."

The basic reading and writing of the other 2007 programs is very similar to the 2003 versions. Microsoft has basically added more functionality to the programs.

"For instance with Word, instead of having to click several times to change a font in a document, one click will change the font on the entire page," Dalton explains. "Rather than having several drop-down menus, the tool bar at the top of the page provides the menu, and it's been enlarged so that it's more visible."

"The catalyst that prompted Microsoft to update the programs was when the company discovered people were asking for particular options that were already in the 2003 product, but were difficult to find," she continues. "So with the new 2007 version, Microsoft has made these options easier to see and understand."



*Bret Pennington and Beth Dalton of Office of Technology Services say the new 2007 version of Microsoft Office provides more options that are easier to see and understand.*

OTS will begin installing the programs on computers campus-wide over the next few months, with a goal of having the new system on all computers by the end of 2008. By the fall 2007 semester, the new system will be installed in some of the student labs. Because the program is not "backward compatible," (the 2007 version can't be read in the 2003 system), OTS will verify that the Microsoft compatibility "patch" is installed on all systems so that both can be read interchangeably. The department also will host various training sessions, where faculty and staff can learn more about the basics of the new 2007 Office Suite programs.

To get a quick view of the various Microsoft 2007 Office Suite programs, log on to [www.office.microsoft.com](http://www.office.microsoft.com), and in the Get More box, click on "All Training and Demos."

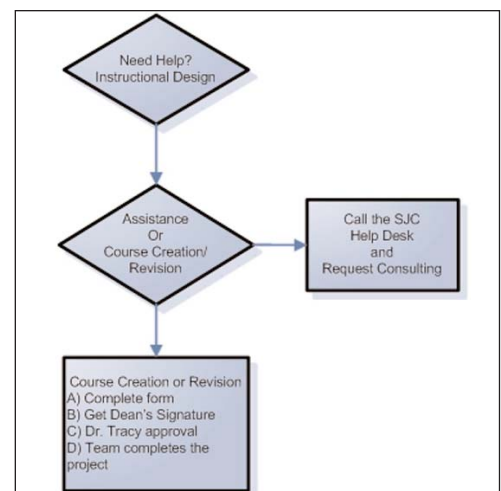
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A team, including the subject matter expert, will be assigned to complete the project.



## Technology Leaders

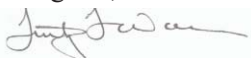
The Office of Technology Services strives to provide exemplary customer service to the members of San Juan College and to the community. The Technology Leadership Conference is one way we accomplish this goal. The event, which took place April 24 and 25, was once again a success. National speakers came to San Juan College to discuss the rapidly changing technology and discuss how it can benefit the school and the community. The conference also provided an opportunity for business leaders and the community to share ideas and information about the latest technologies.

Attending this year's conference were 145 people who represented K-12, higher education, public and private businesses in the Four Corners area. We provided information on Web 2.0, the future of fiber, extending choice in the wireless world, the connected community, technology and the human network, Microsoft updates, and network and data security with professionals from Microsoft, Cisco, Gateway, Brainstorm Networks, FastTrack Communications, and Tennessee State University.

On another note, congratulations goes to our OTS staff as they received a sixth place standing in the Center for Digital Education and AACC 2007 Digital Community Colleges Survey for mid-sized / Suburban Community College category.

As we move into the summer months we will continue upgrading our programs and services to further our goal of providing the latest in innovative technology.

Regards,



Tim Warren

Vice President for Technology Services



## Effective Practices

### *Students Find Success in Self Assessment*

Associate Professor of Reading Pete Kinnas has developed a new self-assessment tool that is not only engaging students more into their class work, but actually producing dramatic improvements in their reading and study skills.

Called the "Successful Student Rating," the tool is helping students take responsibility, while discovering the power they possess to be successful. Kinnas was prompted to develop the tool when he called for homework assignments during the first few days of class last semester, and only three out of 18 students had the assignment completed.

"Right then I knew something had to change," he recalls. "The class was made up of a lot of young students who didn't realize that it was going to take more effort to be successful not only in my class, but in the remainder of their college career."

He involved the students in developing the tool by asking each to list one factor that they felt would determine their success.

Out of that discussion came seven basic key items that included everything from taking responsibility for assignments without blaming others and attending class on time to asking questions and taking the extra effort to eat right and exercise.

Students then rated themselves on each assignment with three being the highest. If they didn't score a three on each item, students wrote their comments as to why, which in turn helped them become more aware of their own learning patterns. Students also charted their success on a line graph, providing a picture of their improvement.

Within the four-month semester, the majority of students' average reading level improved by two years, while others improved even more.

"I was amazed," Kinnas says. "They made an incredible comeback. Before implementing the rating tool, I had not seen this significant of an improvement in a class. They now have homework completed on time and are motivated."

Faculty who would like to view the Successful Student Rating tool, can go to the Stu-Data drive, then click on the RDNG 113 folder, and select "Successful Student."



*Pete Kinnas developed a motivational tool that helps students succeed and stay on track.*

### **Just so you know...**

#### ***Printing Charges in Computer Labs***

In an effort to reduce the College's expense of paper, toner and maintenance for printing in the college computer labs, a cost per page is being considered. Students will be allocated a dollar amount each semester to be used for printing. This amount has no monetary value and can only be used for printing.

On May 14, OTS will begin testing the printing software, which will inform users of their printing balance in some of the computer labs on campus. When a print job is sent to the printer during the testing period, a window will appear on the user's computer screen with information about his or her SJC printing account. During the testing, no actual monies will be needed by the user to print.

**TECH Update is the bi-monthly newsletter of OTS. Our goal is to keep our customers informed and seek input. If you have questions or comments, please write to: [TECHUPDATE@sanjuancollege.edu](mailto:TECHUPDATE@sanjuancollege.edu) or call 566-3166.**