MICROSOFT MARCH

LEARN TECH QUICKLY & EASILY!

Tech Tuesdays are weekly demonstrations on various services ITS and the Wood Library offer to the WCM community. Learn about services for researchers, faculty, staff and students.

MARCH 2020 SCHEDULE

DATE	TOPIC	PRESENTER
Tuesday, March 3	PowerPoint: Not sure of whether your slides are up to snuff? Learn some tips on how to wow your audience with a polished presentation!	Sherisse Brown, ITS Training
Tuesday, March 10	OneDrive: Learn to store, share, and access your data (including PHI) from anywhere, and collaborate with colleagues, using our new cloud storage.	Rafael Supa & Dannie Boncenor, ITS Infrastructure
Tuesday, March 17	Project Management in Excel: Learn how to manage schedules and budgets using tables, formulas, and creative formatting!	John Chalet & Cindy Chen, Project Management Office
Tuesday, March 24	Sway: Learn more about Sway, a cool Microsoft app that you can use to create presentations, tutorials, newsletters and more.	Sherisse Brown, ITS Training
Tuesday, March 31	Teams: Use this collaboration tool to chat with colleagues, share files, make online calls, and more!	Vanessa Puig, ITS Communications

**All demos take place from 12 noon - 12:30 pm at the Samuel J. Wood Library Commons
1300 York Avenue**

Contact & Follow Us!
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