# 2020 Academic Technology Services Training Catalog

*Improving information flow, sharing, and collaboration*

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSROOM, HANDS-ON WORKSHOPS</td>
<td>2</td>
</tr>
<tr>
<td>ONLINE, INSTRUCTOR-FACILITATED WORKSHOPS</td>
<td>3</td>
</tr>
<tr>
<td>WEBINARS</td>
<td>4</td>
</tr>
<tr>
<td>ONLINE AND VIDEO LEARNING</td>
<td>9</td>
</tr>
</tbody>
</table>

## CONTACT INFORMATION:

Academic Technology Services  
Northern Virginia Community College  
3922 Pender Drive, Fairfax, VA 22030-0967  
Email: TechnologyTrainingCenter@nvcc.edu  
Follow Academic Technology Services on [Twitter](https://twitter.com).  
For additional resources, tutorials, webinars and workshops, visit the [Technology Training Center site](https://nvcc.edu/training).
FACULTY AND STAFF PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Workshops provide a group learning experience for acquiring skills in selected applications and technologies. All hands-on workshops will be conducted at 3922 Pender Drive, Fairfax, VA. Not all workshops are offered every month. Check the registration page for current offerings and register today!

CLASSROOM, HANDS-ON WORKSHOPS

Adobe Acrobat Pro Basics
Participants will learn to create Adobe PDF files from Microsoft Office files by dragging and dropping files and by converting and combining different types of files. Viewing, editing, and deleting pages, reducing file size, moving pages with page thumbnails, and sharing PDF files will also be covered. ⏩

Adobe Acrobat Pro Advanced
Participants will learn to create and edit fillable forms from an existing document and from scratch, use appropriate field types and field properties, and create and apply digital signatures. ⏩

Adobe Design: Illustrator & Photoshop
This introductory workshop will familiarize the learner with the basics of Illustrator and Photoshop and the more commonly used tools. Participants will learn to work with files, color, and type, as well as creating, moving, reordering, and deleting layers. ⏩

Adobe Photoshop for ABSOLUTE Beginners
Designed for the person who has never used Photoshop before, this hands-on workshop covers: digital image terminology, navigating the Photoshop interface, working with files, color, format types, creating, moving, reordering and deleting layers. ⏩

Adobe Photoshop Beyond the Basics
It is assumed that participants will already be familiar with the basics of Photoshop. This workshop will cover combining images and removing backgrounds, using the Content-Aware Fill tool, creating warped text, and using the Refine Edge Feature. Prerequisites: Adobe Photoshop – Core Skills. ⏩

Adobe Photoshop Intermediate
The topics we will cover in this hands-on, classroom workshop include: combining images and removing backgrounds, understanding the importance of layers, transforming and editing combined images, adding a selection from one image to another, content-aware fill using three different tools, and -- the most deceptively difficult thing in Photoshop -- how to select hair. Yes, hair. Like the stuff on your head. It's so hard to do! But there's a new tool that makes it easier. ⏩

Adobe Photoshop Skills Practice: Masking
Learn how to use layer masks, type masks, clipping masks, and adjustment masks to edit your images in Photoshop. ⏩

MS Excel Advanced
This workshop is for users interested in learning to use Chart Tools, work with Sparklines, use conditional formatting, create and work with PivotTables, add Report Filters, create a Pivot Chart, and use What-If Analysis. ⏩

MS Excel Basics
Learn to organize and store data in spreadsheets; understand Excel terminology; perform basic operations such as create and open workbooks and worksheets; modify columns, rows, and cells; create simple formulas; work with cell references.
and basic functions; use the Function Library; and generate graphs and charts.

**MS Excel Dashboards**
An interactive dashboard is a graphical summary of various pieces of important information. In this hands-on workshop, students will create and Excel dashboard using a combination of Excel data tables, pivot tables, charts, and slicers.

**MS Excel Graphs & Charts**
Learn how to use Excel’s charting functions to transform your data into interesting and accessible tables and charts.

**MS Excel Intermediate**
This workshop is for users already familiar with the Microsoft workspace and terminology and experienced in performing the basic procedures. This workshop focuses on developing complex formulas in Excel, creating formulas using relative and absolute cell references, and sorting and filtering data. This workshop is beneficial to users engaged in research and the compilation and manipulation of massive amounts of data and information. This is a hands-on workshop.

**MS PowerPoint Basics, NOVA Branding and ADA Accessibility**
Participants will create and edit PowerPoint slides, using templates, add animation and transitions. They will be introduced to basic design considerations, how to employ the NOVA branding templates and demonstrate knowledge of ADA accessibility best practices. Upon successful completion of this workshop, participants will earn a digital badge. A Digital Badge is a visual representation of the knowledge and skills gained. The requirements are met by submitting a PowerPoint presentation, using the NOVA branding template, add five slides of “content”, and demonstrate abilities such as linking to outside resources.

**MS Word Basics**
This is a hands-on workshop which introduces the MS Word interface and basic procedures. Word processing is an essential skill for any job. This workshop is beneficial to users interested in learning how to navigate the Word interface; create, edit, save, and print files; copy and paste texts and graphics; and format and print files.

**SharePoint 2016 Basics**
How is SharePoint used at NOVA? What does SharePoint do? Participants will learn to access SharePoint at NOVA, manage create, edit, and delete documents and files, Check Out and Check In documents, create folders, discuss Versioning and working with Alerts and calendars.

**SharePoint Advanced**
This workshop is designed to teach users how to go beyond the basics of SharePoint to create tasks and workflows, as well as use the discussion board. **Prerequisites:** Introduction to SharePoint.

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**Hoonuit Learning**
This is a hands-on workshop on Hoonuit (formerly Atomic Learning), which is on-demand technology training on the use of computer applications, technology integration and professional development. The training consists of short video tutorials with accompanying audio scripts and skills assessments and allows users to set up Favorites and assign customized individual and group training programs. Hoonuit is beneficial for users interested in learning technologies such as Firefox, Safari, Internet Explorer, Google, Windows, Microsoft Office, Photoshop, Adobe, eBooks, and many more.
WEBINARS

10 Useful Functions in Outlook
You use Outlook every day. Learn 10 tips to make your email more readable, more organized, and more helpful.

ADA Accessibility in Emails
As part of the Americans with Disabilities Act of 1990, all NOVA communications to students, faculty, and staff must be accessible to people with disabilities. Please join us to learn what to do (and NOT to do) when writing email, including using alt text for graphical elements and Word’s built-in accessibility checker tool.

ADA Accessibility in MS Office
This webinar will demonstrate how to use the built-in accessibility checking tools in Word, Excel, and PowerPoint to ensure your documents are fully optimized for use by people with visual disabilities.

ADA Accessibility in MS Word
This webinar will demonstrate a sample of the most popular Accessible Word Templates fully optimized for use by people with visual disabilities.

Acrobat Adobe Pro
No more retyping documents from scratch. Edit existing PDFs. Turn PDFs into editable Word, Excel, and PowerPoint files. Convert paper scanned PDFs into editable documents. Convert PDFs to image files.

Alternative Approaches for Assessments
The session will introduce several programs which apply different methodologies for instruction and assessment. Participants will be introduced to a variety of alternative assessment programs ranging from simple competitive quiz-like layouts, in Kahoots and Socrative, to assessing comprehension of video materials, in Edpuzzle, to online creation of basic worksheets with Wizer.Me Students will receive a digital badge once they participate in a Socrative “quiz bowl”

Best Practices to Use YouTube in the Classroom
The session will introduce participants to best practices when using YouTube with classroom instruction. The topics covered will include: creating a YouTube playlist, how to “flip” the classroom with YouTube videos, the video editing features and how to create your own YouTube channel.

Captioning YouTube Videos
ADA accessibility requirements state that all college videos must be captioned. How to use YouTube’s automatic captioning, how to manually caption, and how to upload a captioned file.

Create ADA Accessible Flyers
Making flyers ADA accessible to everyone, regardless of disability, is the right thing to do AND it’s the law. Specifically, the Americans with Disabilities Act of 1990. Because NVCC is a government entity, we are included under that law. All documents for students, faculty, and staff must be made ADA accessible. In this webinar, we will teach you how.

Create and Edit Fillable Forms with Adobe Acrobat Pro
Does your office use outdated or generic forms? Create fillable PDFs and convert PDFs into editable Word, Excel, and PowerPoint files. Convert paper scanned PDFs into editable documents while keeping fonts and layouts intact. Convert PDFs to image files, including
Learn to create customized fillable documents with Adobe Acrobat.

Create Online Surveys
Learn how to create online surveys using Google Forms, Canvas, Survey Monkey, and Doodle.

Creative Commons: What is it?
How can you find copyright-free images and other creative materials? How can you apply Creative Commons to your own materials?

Digging Deeper with Google Sheets and Forms
This workshop is a deeper look at how to use Google Sheets and Forms in instruction for assessing student learning and content knowledge. This workshop will show you how to create quizzes or surveys, add images and videos to questions, and grade quizzes or survey results automatically. This workshop will also focus on best practices and program add-ons you and your students can use to enhance their learning. You should have a good working knowledge of Google Drive and Google Docs before attending this workshop if you have not previously taken “Access and Use VCCS Google Apps” or “Manage Content with Google Drive.”

How to Create Digital Storytelling
The session will introduce participants to software to enhance digital storytelling in the classroom. Digital storytelling uses various technologies to create and “tell a story”. The approach encourages the integration of tools to create innovative, collaborative, engaging works of verbal art. Resources such as FlipGrid, Storyboard That, and Google Drawings will be introduced.

Gamification with Google Slides
The workshop will demonstrate how to integrate Google Slides into a game-like environment. Participants will learn how gamification can be used in the classroom and staff environment. Staff with responsibilities such as onboarding for new employees will benefit from an innovative and engaging approach. Faculty will learn how to use gamification with material reviews, self-assessments, and formative assessments.

Google Earth
Google Earth maps the Earth with images obtained from satellite imagery, aerial photography and geographic information system (GIS) onto a 3D globe. “Explore the world, right in your browser.”

Google Keep
Learn how to use the Google Keep app to quickly capture and share information using voice recognition, transcription, typing, or your camera’s phone. Learn to capture, edit, share, and collaborate on your notes on any device, anywhere. Organize your notes with labels and colors. Get reminded about a note at the right time or place. These and other creative ways to use Keep for organization and productivity will be shared.

Google Smarter for More Reliable Search Results
Use symbols and Boolean operators to make your search results more precise; use Google Scholar to find relevant sources from academic research.

Health Apps
Learn about free apps for Android and iOS to help you meet your goals to move more, eat better, and be happier.

How to Blog
Learn how to use Blogger, Tumblr, and WordPress.

How to Compare Two Versions of a Word Document or Excel Spreadsheet
You can easily compare documents in MS Word or Excel to note changes between them. Learn to use the “Compare Documents” tool.
in Word and the “Spreadsheet Inquire” add-in in Excel to quickly generate a report of the differences between documents.

How to Create Infographics
Use free, online tools Canva.com, Easel.ly, Piktochart and Visualize.me to create beautiful and compelling infographics.

How to Create a Professional LinkedIn Profile
Participants will learn the basic layout of the LinkedIn program, how to complete the demographic content and its interactive functions. Tips to create a professional profile will be offered as well as an introduction to “LinkedIn Learning”

How to Create a QR Code
QR codes, those black & white checkerboard patterns, can be used to open a URL, display text, activate a coupon code, play an audio file, open the App store, add a vCard contact to the user’s Contacts list, or join a Wi-Fi network. Learn the difference between a bar code and a QR (Quick Response) code and how to create your own using free sites.

How to Create Visio Org Charts
How to create organizational charts in Visio using the manual chart creation tool or the upload Wizard.

How to Use the New NOVA Brand Templates
Consistency is the hallmark of effective brand implementation. This holds true for both visual and textual communication. To make it easier for everyone at NOVA to support the NOVA brand, the NOVA Marketing and Creative Services team has designed a number of templates to help you unify the look and feel of brand collaterals and maintain consistency across broad groups of information. Learn how to find and use the new brand templates for MS Word and PowerPoint to create letters, handouts, posters, and slides.

How to Use Twitter
Learn how to join Twitter, tweet, retweet, follow other users, like other users’ tweets, and view your Twitter statistics. Tweet like a pro!

Ignite Your Instruction with Google Slides
Participants will understand how to create multimedia-rich and interactive lessons using Google Slides. They will also learn to innovate their instruction and explore various features of Google Slides which encourage interactive instruction and learning. The innovative enhancements introduced will be Pear Deck, Q&A Tool in Presenter Mode and the ever popular game of Jeopardy.

Introduction to Google Docs
This workshop will focus on how to use basic functions of Google Docs, including creating a new document, uploading and downloading documents, converting documents to a Google format, and sharing documents for collaborative work. Participants will also be introduced to Google Drive and have the opportunity to share their documents to demonstrate they can effectively access and use their Google Drive and Google Docs—the Digital Badge requirement. You will be asked to login to MyNOVA and Gmail / Google Drive using VCCS Credentials. This is an interactive webinar - you will be asked to participate in live collaborations and activities within the session.

Introduction to Google Forms
This workshop will introduce participants to Google Forms and how to use the basic functions of Forms, including creating a new
form, form customization, various question types, settings features such as making the form a graded quiz, how to collect responses and generate reports from respondents. Participants will also be introduced to Google Drive and have the opportunity to share their Form to demonstrate they can effectively access and use Google Drive and Forms—the digital badge requirement. You will be asked to login to MyNOVA and Gmail / Google Drive using VCCS Credentials. This is an interactive webinar - you will be asked to participate in live collaborations and activities within the session.

Introduction to Google Slides
This workshop will focus on how to use basic functions of Google Slides, including creating a new presentation, converting PowerPoints to a Google format, employing the NOVA branding, how to incorporate ADA best practices and sharing presentations for collaborative work. Participants will also be introduced to Google Drive and have the opportunity to share their presentation with other participants to demonstrate they can effectively access and use Google Drive and Google Slides—the digital badge requirement. You will be asked to login to MyNOVA and Gmail / Google Drive using VCCS Credentials. This is an interactive webinar - you will be asked to participate in live collaborations and activities within the session.

Introduction to Microsoft Office 365
Microsoft Office 365 is a subscription-based cloud service that is FREE to faculty and staff. This software provides Word, Excel, PowerPoint, OneNote and OneDrive. The session will demonstrate how to access Office 365, explain the differences between locally installed and cloud based programs. The session is a digital badge course which requires participants to log into their Office 365 account and create an active document to share with the instructor.

Introduction to MS Sway
Microsoft describes Sway as "an easy-to-use digital storytelling app for creating interactive reports, presentations, personal stories and more." Think of it as a more modern version of PowerPoint. Join us to see it in action and learn how it can work for you.

Manage Content with Google Drive
This Webinar will show you to store and manage a variety of content such as documents, images, and videos. You will learn key features of Google Drive such as creating and uploading files, managing folders, organizing content, supported file formats, file sizes, and conducting keyword searches.

Mindfulness Apps
According to Wikipedia, "Mindfulness is the psychological process of bringing one's attention to experiences occurring in the present moment, which can be developed through the practice of meditation and other training." Get happier, calmer, and less stressed with one of these free apps.

MS Excel Dropdown Selection Lists
Work more efficiently and prevent data entry errors in worksheets by using dropdown lists in cells. Dropdowns allow people to pick an item from a list that you create.

MS Excel: Frequently Used Functions
SUM, AVERAGE, COUNT, DATE and NOW, DAYS, MATCH, TRANSPOSE, ROUND, AND/OR/IF, CONCATENATE.

MS Excel and Google Sheets Compatibility
These two spreadsheet rivals are becoming more and more compatible. Learn how to save and edit
Excel files in Google Sheets and download Google Sheets to Excel. Learn what functions are and aren’t available when switching formats.

**MS Excel Statistical Analysis**
Excel offers a wide range of statistical functions you can use to calculate a single value or an array of values in your Excel worksheets. This workshop will cover functions to calculate variability, relative standing, correlation and regression.

**MS Excel: Tips & Tricks**
This webinar will demonstrate useful tips and tricks using MS Excel.

**MS Excel: VLookup and Pivot Tables**
Are you creating complex Excel spreadsheets? Work for efficiently by using Vlookup and Pivot Tables.

**MS Excel: XLOOKUP**
Here’s a scenario: Let’s say you have two sets of data. One is a list of students and their addresses; one is a list of students and their phone numbers. Is there a way to combine these to create a single spreadsheet with all the information? XLOOKUP to the rescue! The Excel XLOOKUP function performs lookups in vertical or horizontal ranges. It is a more robust and flexible successor to older functions like VLOOKUP, HLOOKUP, and LOOKUP. XLOOKUP supports approximate and exact matching, and wildcards (**) for partial matches.

**MS Outlook Scheduling Meetings**
Participants will learn to schedule single or recurring meetings, invite attendees, use the Scheduling Assistant to find the best time, and set a reminder alert.

**MS Word Mail Merge**
Use Word’s mail merge function to customize documents and emails with the recipient’s name, address, etc. Merge information from a spreadsheet into a standard form letter.

**MS Word Tips and Tricks**
This webinar will demonstrate useful tips and tricks using MS Word.

**Online, Self-paced Coding Resources**
Interested in learning to code? There are many free, online resources to help you get started. In this one-hour introduction, we’ll look at Code.org, Scratch, Code Academy, Coursera, edX, and Khan Academy.

**Snipping, Speedtesting, and Other Tips**
Four very useful things to know in one tips & tricks webinar: How to use SnipIt and the Snipping Tool, how to test your internet speed, how to copy your internet favorites from one computer to another, and how to use and encrypt a flash drive.

**Travel Apps for the Road Trip**
Join us for a whirlwind tour of useful apps to load onto your mobile device before hitting the road.

**Using Social Media at NOVA**
Learn the rules and tools for posting to social media as a NOVA employee. Topics will include the NOVA social media policy, ADA compliance, copyright, Facebook, Twitter, Instagram, YouTube, LinkedIn, and NOVA blogs.

**What’s new in iOS13?**
This presentation will introduce users to the look, feel, and functionality of Apple’s iOS13.

**Zoom for Instruction (Canvas Integration)**
Learn how to use the integrated Zoom tool within Canvas to schedule, host, and attend a Zoom web conference. Topics include customizing your settings, adding the Zoom tool to your Canvas course, and enabling closed captioning.

**Zoom for Meetings**
Learn how to schedule, host, and attend a Zoom web conference. Topics include customizing your...
settings, using your Personal Conference Room, and enabling closed captioning. 

Zoom Special Features
Learn how to use Zoom special features including polling, breakout rooms, and editing the playback range on your recorded meetings.

ONLINE AND VIDEO LEARNING

Hoonuit (formerly Atomic Learning) from this page http://www.nvcc.edu/ITHD/faculty/training/atomic/index.html, click the “FACULTY: Hoonuit” link and log in with your NVCC LAN credentials.

How to Protect Your Files from Cyber Attacks by Using the College Shared Drive (04:00)
https://vod02.nvcc.edu/Watch/howtoprotectyourfiles

Zoom Video Tutorials

How to Join a Meeting https://youtu.be/vFhAEoCF7jg
How to Schedule a Meeting https://youtu.be/ZAYv8sVPTxU
Host Meeting Controls https://youtu.be/4w_pRMBEALE
Sending an Outlook Meeting invitation https://youtu.be/r9blzoJPC1c
Using Closed Captioning https://youtu.be/a06O8JmpPZA