



MISSISSIPPI STATE
UNIVERSITY®
EXTENSION SERVICE

EXTENSION



Center for
TECHNOLOGY
OUTREACH

Center for Technology Outreach

COURSE BOOK

CONTENTS



MISSISSIPPI STATE UNIVERSITY® EXTENSION SERVICE

This course book shows the variety of classes the Extension Center for Technology Outreach offers.

If you do not see the class you are interested in, call us and we will work with you to provide the training you need.

EXTENSION



CTO Training Team	1
Extension Offices	2
Needs Assessment	3
Planning Classes	4
Computer Foundation	5
Office Productivity	6
Microsoft Word.....	6
Microsoft PowerPoint	8
Microsoft Publisher.....	9
Microsoft Excel.....	9
Microsoft Access.....	10
Microsoft InfoPath	10
Adobe.....	10
Digital Cameras	11
Photo Editing.....	11
Photo Editing/Movie.....	12
Hardware	13
iPad/e-Readers.....	14
Network	15
Email	15
Internet Explorer	15
Safety & Security.....	17
GPS/GIS.....	18
Event Planning.....	19
Health & Wellness	20
Social Networking.....	21
e-Commerce.....	22
e-Government.....	24
Computer/Robotics.....	25
Extension Productivity	26
eXtension	27
Technology Programs	28
Distance Education	28

CTO TRAINING TEAM

The Extension Center for Technology Outreach Training Team serves the technology needs of Extension personnel, as well as the citizens of Mississippi. This team is comprised of educators who specialize in instructional technology, routinely apply best instructional practices, and seek to introduce innovative techniques to engage their audiences.

We offer a wide range of technology-related classes designed to provide practical, real-world application for you, the participant. Our classes can be customized to fit your needs. For the most part, classes are offered in the following time allotments: 50-minute presentation-style seminar, 3-hour hands-on class, 6-hour (all day) class, or a combination.

Classes are offered either face-to-face or as webinars (using Adobe Connect, for example). Face-to-face classes are conducted via the statewide distance education program and require a minimum of six participants. If you would like us to deliver a presentation or class in your county, please tell us that when you set up your event. The Technology Training Team can travel to locations in Mississippi if there are at least six participants. Out-of-state travel requires external funding.

To set up a class in your county, contact your local county Extension coordinator. A list of county Extension offices can be found on the next page. The request for training must come through your local county Extension office.

The Center for Technology Outreach will provide a computer for you to work on during the class. Hands-on classes are generally limited to 12 participants unless otherwise stated. Classes can be customized to fit your group and its needs. If you require special assistance, please inform the Extension county coordinator or the lead trainer so we can accommodate you.

Please complete the needs assessment located on page 4 to determine what classes you should request for your county.



EXTENSION OFFICES

Adams	601-445-8201	Lee	662-841-9000
Alcorn	662-286-7755	Leflore	662-453-6803
Amite	601-657-8937	Lincoln	601-835-3460
Attala	662-289-5431	Lowndes	662-328-2111
Benton	662-224-6330	Madison	601-859-3842
Bolivar	662-843-8361	Marion	601-736-8251
Calhoun	662-412-3177	Marshall	662-252-3541
Carroll	662-237-6926	Monroe	662-369-4951
Chickasaw	662-456-4269	Montgomery	662-283-4133
Choctaw	662-285-6337	Neshoba	601-656-4011
Claiborne	601-437-5011	Newton	601-635-7011
Clarke	601-776-3951	Noxubee	662-726-5723
Clay	662-494-5371	Oktibbeha	662-323-5916
Coahoma	662-624-3070	Panola	662-563-6260
Copiah	601-892-1809	Pearl River	601-403-2280
Covington	601-765-8252	Perry	601-964-3668
Desoto	662-469-8480	Pike	601-783-5321
Forrest	601-545-6083	Pontotoc	662-489-3910
Franklin	601-384-2349	Prentiss	662-728-5631
George	601-947-4223	Quitman	662-326-8939
Greene	601-394-2702	Rankin	601-825-1462
Grenada	662-226-2061	Scott	601-469-4241
Hancock	228-467-5456	Sharkey	662-873-4246
Harrison	228-865-4227	Simpson	601-847-1335
Hinds	601-372-1424	Smith	601-782-4454
Holmes	662-834-2795	Stone	601-928-5286
Humphreys	662-247-2915	Sunflower	662-887-4601
Issaquena	662-873-2322	Tallahatchie	662-647-8746
Itawamba	662-862-3201	Tate	662-562-4274
Jackson	228-769-3047	Tippah	662-837-8184
Jasper	601-764-2314	Tishomingo	662-423-7016
Jefferson	601-786-3131	Tunica	662-363-2911
Jefferson Davis	601-792-5121	Union	662-534-1917
Jones	601-428-5201	Walthall	601-876-4021
Kemper	601-743-2837	Warren	601-636-5442
Lafayette	662-234-4451	Washington	662-334-2670
Lamar	601-794-3910	Wayne	601-735-2243
Lauderdale	601-482-9764	Webster	662-258-3971
Lawrence	601-587-2271	Wilkinson	601-888-3211
Leake	601-267-8036	Winston	662-773-3091
		Yalobusha	662-675-2730
		Yazoo	662-746-2453

NEEDS ASSESSMENT

Who is your target audience?

Youth (5-8 years old)	Homemakers	Teachers/CEU credit
Youth (9-13 years old)	Home-school parents/associations	Workforce training
Youth (14-18 years old)	Small business owners	Extension personnel
Special needs audience	Senior citizens	Other: _____

What is the best time to offer classes to reach this particular audience?

Morning Afternoon Evening Weekends

What is the attention span of this group?

1 hour 3 hours (half day) 6 hours (all day) Other: _____

Do you want the class simply to introduce a concept or to provide more intense hands-on training?

How many people will register? How will your office handle registration and wait lists?

Classes usually require at least six participants for an instructor to travel to your location. Instructors generally carry 12 laptop computers with them for a hands-on session.

Where will you host this class? Does the facility have enough tables, chairs, and electrical outlets for the number you are anticipating? Is there a blank wall or screen onto which an image can be projected?

Generally, the instructor brings extension cords with them for the training. You are expected to have the tables and chairs set for the class.

How will you let your target audience know that the training is available? Circle all that apply.

Facebook email website newsletter newspaper radio other: _____

What “extra” services, if any, will you provide (coffee, water, etc.)?

Some counties offer coffee or water, while other counties do not have that in their budget. Consider recurring costs if you plan to offer classes on a regular basis. Is there a drink machine nearby? What will participants do for lunch? Most of the time, participants are dismissed for an hour at lunch but often end up eating together.

After you have identified your target audience, poll them via email or telephone with a sample of classes and ask them to rank their top three classes. Choose the top two.

PLANNING CLASSES

Remember, your instructor may be driving 3–4 hours to deliver this class, so be sure to make the most of his or her presence. Consider your options when planning your class. You could create the following training opportunity for your clientele:

Day 1:	9am–12pm	Getting to Know Your Computer
	1–4pm	Surf's Up! Making the Most of the Internet
	6–7pm	Cyberbullying for Parents and Teachers (delivered to the PTA)
Day 2:	9am–12pm	Using Your Digital Camera
	1–4pm	Editing Digital Photos

Some counties prefer to set up a yearly training schedule. Here is a sample of two training days per month:

JANUARY

Windows 8/Office 2013 Updates
Intro to Microsoft Excel

FEBRUARY

Intro to Microsoft Word
Microsoft Excel Data Management I

MARCH

Microsoft Excel Data Management II
Microsoft Word Graphics & Advanced Graphics

APRIL

Microsoft Word Tables & Advanced Topics
Microsoft Excel Advanced Functions

MAY

Social Media—Facebook, Twitter, Pinterest, etc.
Microsoft Word Merge

JUNE

Using Digital Cameras & Picasa
Microsoft PowerPoint Introduction & Advanced

JULY

Adobe Photoshop Elements
Using Photos in Microsoft PowerPoint

AUGUST

File & Folder Management
Microsoft Publisher

SEPTEMBER

iPads & iPhones
Internet Blogging

OCTOBER

Using Digital Cameras & Picasa
Adobe Photoshop Elements

NOVEMBER

Microsoft PowerPoint Introduction & Advanced
Buying a Computer, Digital Camera, iPad, etc.

CLASS DESCRIPTIONS

COMPUTER FOUNDATION

TARGET AUDIENCE: **Beginners**
People trying to re-enter the workforce
Senior citizens

Getting to Know You (3 hours) (Basic)

This beginner-level class introduces the user to basic computer functions, terminology, and best practices. In this class, users become familiar with computer hardware, software, and operating systems. In addition, students learn how to use the mouse, open programs, close programs, and install and remove programs on the computer.

Navigating Windows 8 (3 hours) (Basic)

What happened to Windows? Windows 8 has a whole new look that we have to become accustomed to using. This class introduces the user to the basics of the Windows 8 Operating System. The user will learn how to navigate the interface, make system adjustments, and use functions such as the Charms bar, Metro Version of Internet Explorer 10, the People App, and much more. If you do not understand what happened to your operating system when you went to Windows 8, this is for you!

Navigating Windows 7 (3 hours) (Basic)

Windows 7 is the current operating system for Extension. In this class, students will learn how to use the Gadgets function and create screen captures, jump lists, and more.

Get Organized! (3 hours) (Basic)

Get a handle on all your files by learning how to manage profiles, directories, folders, and files in this class. Make retrieval of information a breeze by creating the perfect “map” of your computer. Students will create new folders, move files, rename files, and create hierarchy structures and back-up data.

You’ve Got Mail (3 hours) (Basic)

Need to send email to friends and family? Not sure where to get started? In this class, we will look at various email providers and learn how to set up an email account and manage that account. Students will also send email, attach pictures, print email, and create email group lists.

Surf’s Up! Making the Most of the Internet (3 hours) (Basic)

Need to research a topic online? Looking for a recipe to showcase your county’s prize-winning crop? In this class, you will learn how to discern reliable sources on the Internet, search effectively, and properly reference Internet resources.

What’s New in Office 2010/2013? (3 hours) (Basic)

In this class, we’ll learn the new features of Microsoft Office 2010/2013. For example, what happened to the menu bar? Where did the big Window circle go? We’ll take a look at using the Office button, ribbons, quick access tool-bars, and much, much more. Additionally, the ribbon tool-bar has expanded to include OneNote and SharePoint. This class will help you familiarize yourself with the major changes in MS Word, PowerPoint, and MS Excel, as well as the increased photo editing abilities.

OFFICE PRODUCTIVITY

TARGET AUDIENCE: **Beginners**
People trying to re-enter the workforce
Senior citizens

MICROSOFT WORD

Intro to MS Word 2010/2013 (3 hours) (Basic)

If you create letters, memos, educational materials, or newsletters, you need to be able to use a word processing program. Take this course to learn the basics of using Microsoft Word 2010, the standard word processor of the MSU Extension Service. Topics include starting Word, typing, saving a document, boldfacing, underlining, printing, closing a document, opening a new document, editing a previously created document, changing fonts and font sizes, using the clipboard to copy and move items, aligning text, and using the ribbon toolbar.

Creating Certificates in Word 2010/2013 (3 hours) (Basic)

Certificates are a great way to recognize volunteers, 4-H'ers, and others in your county, but creating them can be page borders, using WordArt, creating templates, and inserting logos and special graphics. You will learn how to mail merge a database of names into certificates.

Intro to Graphics in Word 2010/2013 (3 hours) (Basic)

Microsoft Word 2010 has many new graphics features. Navigating the changes can be quite challenging. In this course, we will cover inserting graphics into a document, using text boxes, changing the lines, wrapping text, manipulating boxes, and using borders and shading on pages and paragraphs.

Introduction to Mail Merge in Word 2010/2013 (3 hours) (Intermediate)

Tired of typing addresses onto envelopes one at a time? Need to make labels from an Excel spreadsheet? By using both MS Excel and MS Word 2010, you will learn how to create mailing labels and envelopes from scratch and add logos and other graphics to the piece. Once the database is completed, students will merge the database with the letters, labels, or envelopes, and format them to create a professional look.

Advanced Graphics in Word 2010/2013 (3 hours) (Intermediate)

Word 2010 allows you to do so much more than just place a graphic in a document; it has many tools that you can use to maximize the impact of your graphics. You can group pictures and move them in front of or behind each other. You can add text to almost any graphic object. You can add three-dimensional effects to some objects. Take this course to learn how to place, arrange, and use graphics more effectively in your documents.

Creating Brochures in Word 2010/2013 (3 hours) (Intermediate)

Need a brochure or program for the next conference or meeting? Take this course to learn simple methods for creating tri-fold brochures.

Creating Program Booklets in Word 2010/2013 (3 hours) (Intermediate)

Creating a bi-fold program for your next event can be a little tricky, but this class will teach you how to create these programs with ease. From setting tab leaders to inserting page numbers, we will cover all the tips and tricks you need to know to create your next program booklet.

Creating Newsletters in Word 2010/2013 (3 hours) (Intermediate)

Many offices use newsletters regularly to communicate with their clientele. This course will help you learn how to create them simply and easily. You will learn how to establish page and paragraph borders, insert graphics, create columns, add watermarks, and create and link text boxes. We will also discuss how to save a master template to make next month's newsletter easier to create.

Creating Forms in Word 2010/2013 (3 hours) (Intermediate)

Have you ever wished you could send out a form that people could type on without causing the lines to move? Do you want to create forms that your clients can fill out, save, and email back to you? In this class, we will look at creating drop-down lists, check boxes, and more in MS Word.

Reviewing & Tracking Document Changes in Word 2010/2013 (3 hours) (Intermediate)

Have you ever had to work with other people in your office on a newsletter or cookbook and been overwhelmed by the constant proofing and editing? In this class, we will look at using the review features in Microsoft Word, including adding comments, accepting and rejecting changes, and comparing notes, to name just a few.

Advanced Forms in Word 2010/2013 (3 hours) (Advanced)

Now that you know how to make basic forms, let's add some punch to them. In this class, we'll learn how to sum columns, implement conditional formatting, and insert macros to make data collection easier.

Creating & Using Tables in Word 2010/2013 (3 hours) (Advanced)

Tables are one of the most flexible and beneficial features of word processing programs. Almost any material that is displayed in columns and rows can be made into a table. This course will cover creating and modifying tables, shading cells, using lines, changing the direction of the text, and table math.

Creating & Using Charts in Word 2010/2013 (3 hours) (Advanced)

Charts are perhaps one of the least used but potentially most beneficial applications to your Word documents. Charts can be customized to reflect your individual county's or department's needs. They are a quick way to take large volumes of information and condense it to a snapshot for the reader. Appropriate charts can drive home your message. In this class, you will learn how to create column, line, bar, pie, and bubble charts, as well as customized backgrounds and labels that reflect the overall message of the document.

Reference It with Word 2010/2013 (3 hours) (Advanced)

From time to time, you may find that you need to write a scholarly article complete with tables, citations, indexes, and footnotes—all of which can be quite frustrating to format. Take the frustration out of the process by learning how to use the reference feature of Microsoft Word. In this class, we'll make short work of those "pesky" references you have to do in an article, cookbook, or handbook.

"Thank you, MSU Extension! You have definitely made a difference in the quality of my life in the area of computer technology. I did not have to learn computers while I was in the work force. Now that I'm retired, I'm catching up!"

— NEWLY RETIRED CLIENT FROM WARREN COUNTY

Intro to PowerPoint 2010/2013 (3 hours) (Basic)

MS PowerPoint 2010 allows you to create a dynamic presentation that will wow your audience! In this class, we will learn the fundamentals of PowerPoint 2010. We will use the ribbon toolbar, discover where the new graphics and clip-art are hiding, and figure out how and when to use “styles” in a slideshow.

Integrating Photo Albums into Presentations with PowerPoint 2010/2013 (1.5 hours) (Basic)

MS PowerPoint 2010 contains a useful feature called Photo Album that allows you to take a large quantity of photos and create an automated photo album. You can use the feature to place a large number of pictures into a presentation quickly and easily. This is a great way to set up a kiosk for a meeting or to show off what your county has done throughout the year.

Working with Photos in PowerPoint 2010/2013 (3 hours) (Basic)

A lot has changed in MS PowerPoint 2010, and there are new ways to showcase your photographs. In this class, we'll learn how to resize images to make sure your PowerPoint is not a monstrous memory hog. Then, we'll take a look at creating captions, borders, and groupings to best display your work.

Creating Customized PowerPoint Backgrounds in PowerPoint 2010/2013 (1.5 hours) (Intermediate)

The right background can set the tone for your entire presentation and convey a message to the audience before you even open your mouth. In this class, we will download templates, import them into themes, and design our own background templates from scratch.

Creating Impressive Handouts in PowerPoint 2010/2013 (1.5 hours) (Intermediate)

So you have worked and worked to create the perfect presentation, but now you need the perfect handout to accent your presentation. What do you do? In this class, we will look at various ways to customize a PowerPoint handout for your audience.

Integrating Multimedia into PowerPoint 2010/2013 (3 hours) (Intermediate)

Adding sounds, pictures, animation, or videos from external sources to your PowerPoint slides can make your presentation more effective. However, doing so may not be as easy as it looks. Take this course to learn the proper techniques for creating and using various multimedia features. This course will concentrate primarily on using multimedia sources external to PowerPoint and the copyright laws that govern such use.

Creating a Kiosk in PowerPoint 2010/2013 (1.5 hours) (Intermediate)

Showcase your program or group by turning your PowerPoint into a self-running kiosk. Learn how to add colorful backgrounds, borders, captions, music, and automated transitions to grab the attention of passersby.

Advanced PowerPoint 2010/2013 (3 hours) (Advanced)

Advanced PowerPoint will teach you how to create customized buttons to develop interactive games or learning modules that your users can work through on their own. You can even use these techniques to create simple courses. Take this workshop to learn how to maximize the capabilities and features of PowerPoint.

Creating Tables and Charts in PowerPoint 2010/2013 (3 hours) (Advanced)

In this class, you will learn how to create and enhance tables and charts in PowerPoint. We will create tables and a variety of charts, such as bar and pie charts. You will also learn how to pull data from Excel into PowerPoint and create dynamic, engaging slides.

MICROSOFT PUBLISHER

Intro to Publisher 2010/2013 (3 hours) (Basic)

Microsoft Publisher is a desktop publishing program. It allows you to create newsletters, brochures, calendars, and other types of documents. It has built-in templates that allow you to create ready-made calendars, newsletters, etc. Publisher is not a word processing program; it is a layout program that allows you to place pictures, text, and other items on the page for the best effect.

Advanced Publisher 2010/2013 (3 hours) (Intermediate)

This course will build on the Introduction to Publisher course, concentrating on developing publications from the blank publication templates. You will learn how to use columns and tables and design gallery objects to build a publication. You'll practice inserting page numbers and user information and see how to use the merge tools to personalize publications.

MICROSOFT EXCEL

Intro to Excel 2010/2013 (6 hours) (Basic)

Do you need to calculate numbers repeatedly? Do you have small lists of data to sort? Do you want to graph or chart a set of numbers? Microsoft Excel is an extremely popular spreadsheet program. Take this course to learn how to create, save, and print basic spreadsheets. You will find out how to change fonts, adjust row and column widths, enter data, make calculations, insert rows and columns, add borders and shading to cells, copy formulas and data, and more. This course will give you all you need to create and use simple spreadsheets to make your basic calculations and data sorting easier.

Advanced Functions in Microsoft Excel 2010/2013 (3 hours) (Advanced)

Microsoft Excel is a very powerful program. It has about 300 functions that allow you to calculate data quickly and easily. You'll learn how to use functions to look up data from another source, make absolute and relative cell references, use dates in calculations, and use the function builder more effectively. You will be an Excel wizard by the end of this course.

Creating Charts in Microsoft Excel 2010/2013 (3 hours) (Intermediate)

Do you need to create bar, pie, or other charts to present your information? Microsoft Excel has several types of charts, but using them is not as easy as it seems. This class will teach you how to use, create, and modify charts in Microsoft Excel. Come learn how to display your information more effectively.

Data Management I in Microsoft Excel 2010/2013 (6 hours) (Intermediate)

Microsoft Excel has some very powerful data management tools. In this course, you will learn how to set up data lists to make data entry easy, quick, and more accurate. You'll also learn basic sorting, filtering, and subtotaling strategies.

Data Management II in Microsoft Excel (6 hours) (Advanced)

You will learn how to use advanced filtering and pivot tables in this class. These make advanced reports and analysis of data possible. You will also learn about advanced functions, such as DSUM, DAVERAGE, and VLOOKUP. Don't work for your data; make your data work for you.

Macros in Microsoft Excel 2010/2013 (6 hours) (Advanced)

Doing the same thing over and over in Excel? You need macros. Learn how to record a macro to perform a repetitive task. Also learn to edit macros and copy them from one spreadsheet to another. We will provide some basic programming macros for your spreadsheets. You'll learn how to put buttons on pages and tie them to macros. Make your life easier by learning macros.

MICROSOFT ACCESS

Intro to Access 2010/2013 (3 hours) (Intermediate)

Need to keep a list of certified pesticide applicators in your county? A list of awards won by various 4-H'ers? A list of recipes? Want to manage your county fair entries? Microsoft Access can do it. Microsoft Access is a general database manager that can handle most of your data needs. This course requires at least six registered participants.

MICROSOFT INFOPATH

Designing Forms from Templates with InfoPath 2010/2013 (3 hours) (Basic)

InfoPath offers users an easy way to create no-fuss forms. By using templates, you can generate any number of forms and customize them to meet your needs. In this class, you will alter existing form templates and download form templates to manipulate. In addition, you will learn how to publish the form and email it to coworkers and clients.

Designing Forms from Scratch with InfoPath 2010/2013 (3 hours) (Intermediate)

Once you've mastered basic forms with InfoPath, it's time to take it to the next level and start designing forms from scratch. That's right: in this class, you'll learn how to take a blank piece of paper and create a form that matches your needs perfectly. From inserting various control functions to manipulating graphics and inserting design elements, designing from scratch with InfoPath can be a great tool for better data collection.

ADOBE

Understanding PDFs (3 hours) (Basic)

PDFs are certainly a mystery for most folks. In this class, you'll learn not only what PDFs are used for and how to create them, but also how to "convert" PDFs and do some basic manipulation. We'll also look at the various types of PDF software, including the Adobe standard versions, Adobe professional versions, and some online PDF software.

Working with Adobe Acrobat 10 Standard (3 hours) (Intermediate)

Adobe Acrobat 10 Standard is the Adobe software currently used by most Extension county offices. Each county and department is assigned one copy of the Adobe software. Usually it is assigned to the administrative assistant who completes travel forms. However, Adobe can do much more than just travel forms. In this class, we'll look at using the commenting features as well as the editing options to manipulate PDFs. Additionally, we will look at merging multiple PDFs and inserting unifying watermarks and page numbers.

Working with Adobe Acrobat 10 Professional (3 hours) (Intermediate)

Adobe 10 Professional offers several more features than Adobe Standard 10. For example, the professional version includes features that allow you to "black out" sensitive information in a PDF, create forms, move and resize images, and complete other tasks.

Creating Forms in Adobe 10 Professional (3 hours) (Advanced)

Did you know that you can use Adobe Acrobat for more than just your travel forms? In this class, we will learn how to make Adobe Acrobat forms that are easy to share, email, and consult. Learn how to insert text fields, drop-down lists, radial buttons, check boxes, and more!



IMAGE DIGITIZING

TARGET AUDIENCE: **Beginners**
People trying to re-enter the workforce
Senior citizens
4-H youths

DIGITAL CAMERAS

Using Your Digital Camera (3 hours) (Basic)

If you have a digital camera but have no idea how to use it, this is the class for you! In this class, you will look at everything from caring for your camera to using its features. You will also learn what to do with those great photos once you have them downloaded to your computer, including how to make the photo small enough to send via email.

Say Cheese: A Guide to Taking Great Photos (3 hours) (Basic)

Tired of digital photos looking fuzzy and out of focus? Do you want to move beyond taking pictures of feet, ceilings, and walls? Well, this class is for you. You will learn how to take great photographs with your digital camera.

Buying a Digital Camera (3 hours) (Basic)

Perhaps it's time to start thinking about purchasing a digital camera or upgrading the one you have. In this class, we will navigate the complex world of digital cameras and discover what is really important when buying a digital camera.

"I enjoyed the hands-on digital workshop held here at the Choctaw County Chamber of Commerce and look forward to the next one. I am always looking for ways to better enhance my pictures because this is a part of my family's heritage."

— DONNA MCKAY

PHOTO EDITING

Microsoft Picture Manager (3 hours) (Basic)

Can't find Microsoft Photo Editor on your computer anymore? Not sure how to resize an image so you can email it to the newspaper? Need to get rid of that dreadful red-eye? Picture Manager offers you several simple tools to help you edit your photographs. It is also quite helpful in resizing photographs for email, publications, and PowerPoint presentations.

Picasa 3 (3 hours) (Basic)

Picasa is free photo editing software that allows the beginning photographer to make basic edits to photos. Picasa will allow you to apply filters, change lighting, adjust color, crop, eliminate red-eye, and more. Picasa can also help you create photo collages, slideshows, and posters.

Adobe Photoshop Express (3 hours) (Intermediate)

Photoshop Express is Adobe's free photo editing software. You can upload photos to Adobe Express (up to 2 GB) and then edit those photos using familiar tools, such as crop, red-eye removal, and touch-up. Once you are done, you can save your work or email the photo.

PHOTO EDITING (CONTINUED)

Editing Photos with Adobe Photoshop Elements (6 hours) (Advanced)

Always wonder how people make those really neat photos? Well, Adobe Photoshop Elements is one program they use to do it. This relatively inexpensive program has some great features worth much more than the price. You'll practice retouching, cropping, rotating, highlighting, converting to black and white, and many more features. Come see what all the fuss is about.

Gimp Shop (6 hours) (Advanced)

Is Microsoft Picture Manager just not cutting it? Picasa not doing what you want it to? Perhaps it's time you consider moving up in the world of photo editing! GIMP is a free photo editing program that functions similarly to Adobe Photoshop Elements but without the cost. It's a good program to use to practice your photo editing skills before you jump into Photoshop or Photoshop Elements.

Unframed (3 hours) (Basic)

Want to go beyond a foursquare picture when displaying your photos? In this class, learn how to become "unframed." You will learn how to transfer photos to fabric, magnets, stickers, and other unusual surfaces.

Preserving Memories (3 hours) (Intermediate)

Want to preserve your photos for posterity? In this class, you'll learn how to convert old slides to DVDs, scan and restore old photographs, put photos online, and manage your really old photos.

Creating Online Scrapbooks (3 hours) (Intermediate)

Do you have lots of photos lying around collecting dust? Are you tired of cutting and pasting your photos and newspaper clippings into traditional scrapbooks? In this class, you can learn how to scrapbook in the new millennium. You'll never have to pick up those scissors again when you learn how to make a digital scrapbook online.

PHOTO EDITING/MOVIE

Windows Movie Maker (3 hours) (Intermediate)

Tired of using PowerPoint to create picture slideshows? Looking for a way to show off your 4-H club or county? In Windows Movie Maker, you'll learn how to use photographs, video, and audio to create a movie that showcases your county's or department's hard work.

Prezi (3 hours) (Intermediate)

Prezi is a creative alternative to Microsoft PowerPoint and Windows Movie Maker. Prezi allows the user to create an engaging, animated presentation that can be used with a speaker or as a stand-alone piece.



Verne Booth works through a computer workshop at the Madison County WIN Center.

HARDWARE

TARGET AUDIENCE: **Beginners**
People trying to re-enter the workforce
Senior citizens
Master Technology Innovators

HARDWARE

Computer Hardware 101 (3 hours) (Basic)

Does all the talk of RAM, CD-RWs, and hard drives leave you bewildered? Not sure what to look for when buying a printer or computer for your office or home? This class will cover the basics of computer hardware. In particular, you'll find out how to determine what you need in a computer and what components to look for when buying a computer or printer. Additionally, you will learn how to back up important information to various storage devices.

Work on the Go (3 hours) (Basic)

Need to save your work so that you can easily transport it? Want to have a backup of your important documents? In this class, you will learn more about your storage options, including USB pen drives, CD-RWs, and external storage devices to back up your documents.

Computer Housekeeping (3 hours) (Basic)

Is your computer running slow? Are junk programs and files cluttering up your hard drive? Then it is time to do a little spring-cleaning! Learn how to clean out the junk that is slowing your computer down so it will run faster and operate more smoothly.

Buying a Home Computer (3 hours) (Basic)

If you are ready to jump on the technology bandwagon or if it's time to replace your old computer, this class is for you! We will take a look at what's out there and what you need to look for when purchasing a new computer.

Using Digital Projectors (3 hours) (Basic)

Got a new projector and want to know how to use it? You'll learn how to connect and use a digital projector for presentations, including using the remote mouse. You'll get tips for setup, projector use, and better presentations.

Click-IT (3 hours) (Intermediate)

Extension has several sets of audience response systems, also known as "clickers." These clickers can be used to get immediate audience feedback in both the traditional face-to-face classroom setting and the videoconference classroom setting. In this class, you will learn how to use the e-Instruction software and touchpad to engage your class or audience.

Click-IT Interactive (3 hours) (Intermediate)

There's more to clickers than just getting audience feedback—they can also be used for quiz bowls, tests, and tracking attendance, to name just a few. In this class, we'll build on your knowledge of the clickers and demonstrate new and exciting methods for implementing clickers in your county or department.

iPADS/e-READERS

TARGET AUDIENCE: **Beginners**
People trying to re-enter the workforce
Senior citizens
Master Technology Innovators

Buying an iPad/iPhone (3 hours) (Basic)

In this hands-on session, you will learn how to choose which iPad or iPhone is right for you or your business. From the iPad to the iPad Air and iPad mini, you'll find out how to get the best bang for your buck.

Getting the Most from Your iPad (3 hours) (Basic)

Get the hang of basic settings, multitasking gestures, and the most popular iPad apps. You'll also learn how to use iTunes and the app store.

Presenting with an iPad (3 hours) (Basic)

Need to show an audience data, a presentation, or a video from your iPad? This class will show you how to connect your iPad to a monitor or television. You'll also learn how to use Apple Air.

e-Readers (3 hours) (Basic)

Are you excited about your new e-Reader but unsure how to use it? This session will teach you how to download and side-load e-books to your device, how to manage and convert your e-books, and where to obtain free e-books legally. Kindle owners will find out how to send e-books and documents wirelessly from computers to their readers.



Dr. Morgan shows a group how to use iPads and iPhones for genealogy tracking.

NETWORK

TARGET AUDIENCE: **Beginners**
People trying to re-enter the workforce
Small Businesses
Master Technology Innovators

Going Wireless (3 hours) (Basic)

The latest craze in Internet connectivity is going wireless at home. So the question is, “What’s wireless?” What’s the benefit? How does it work? This class will provide an overview of wireless Internet connectivity, what it is, and what it takes to set up a wireless connection in your house.

Online! (3 hours) (Basic)

Want to keep up with family through email, send photos back and forth, or shop online? Are you wondering whether you should use AOL, Bellsouth, or cable DSL? Learn how to find the perfect Internet service provider for your home. We will compare and contrast all of the Internet service providers in our state to find the right fit for you.

Understanding Your Office IT (3 hours) (Intermediate)

Routers, T-1 lines, hubs, jacks, blinking lights...what do they all mean? Are you frustrated by the maze of technology in your office? Help is at hand. In this class, we’ll learn what do when your email is on the blink, what it means to have a dead port, how to reset the router, and much, much more!

EMAIL

Maximizing Your Email (3 hours) (Basic)

This course will teach you how to use your email system more efficiently. You will learn how to create and manage folders, how to properly attach and un-attach files, and how to manage your email box space. You will also learn how to create groups, manage your address box, and make folders to organize your mail. We will also discuss signatures and other features.

Email Etiquette (3 hours) (Basic)

Email is the most popular online communication system today. More than 50 billion emails are sent every day worldwide. Being able to communicate effectively and clearly using email is becoming more and more important. You’ll learn how to write appropriate subject lines, polish the professionalism of your emails, manage and organize emails, stay safe online, and more.

INTERNET EXPLORER

Finding What You Want Online (3 hours) (Basic)

Are you tired of coming up empty-handed when you do online searches? Do you find everything except what you need? In this class we will develop strategies for maximizing your Internet searches.

Become an Internet Detective: Finding Resources Online (2 hours) (Basic)

The Internet is widely used and readily accessible to hundreds of millions of people. It can provide instant information on most topics and has a profound impact on our ideas and knowledge. But it is important to evaluate what you find on the Internet and verify the information. Learn how to do it in this class.

INTERNET EXPLORER (CONTINUED)

Broadband: Exploring the World Beyond Your Community (2 hours) (Basic)

Learn more about the Internet and how it can improve your quality of life. This class will teach you how to bring the world to your doorstep.

Growing Our Knowledge (3 hours) (Intermediate)

Tired of hunting around on the Internet for gardening resources? Ever wish you could plan your garden out on your computer before you even start digging? Come learn how to let your computer do the work for you! In this class, we will look at various websites you can use to plan your landscaping and find information about everything from tomatoes to perennials.

Genealogy 101 (3 hours) (Intermediate)

Learn how to do genealogy research online. This class will teach you how to “dig up” graves, view military records from World War I, and make your search more fruitful.

Cloud Applications Overview (3 hours) (Intermediate)

Do you have multiple devices and want a centralized file location that can be accessed anywhere from any device? Increase your productivity by getting familiar with Evernote, Dropbox, Google Drive, and Sky Drive. Learn how to create and share documents with friends, family, and coworkers.

Using Dropbox in the Office Environment (3 hours) (Intermediate)

Dropbox allows users to upload documents, pictures, and other files to a central location. These files can then be accessed anywhere and shared with other users you specify. This is an easy way to share files between offices and coworkers. In this class, participants will create a Dropbox account and learn how to store, download, and share information.

Evernote (3 hours) (Intermediate)

Participants will learn how to take notes and archive information digitally using Evernote. Notes can be taken via typed, handwritten, or voice communication. Once the notes are archived, they can be accessed across many different devices.



Learning about cloud applications.

SAFETY & SECURITY

TARGET AUDIENCE:

Beginners

People trying to re-enter the workforce

Small Businesses

Master Technology Innovators

Safeguarding Your Computer (3 hours) (Basic)

Tired of pop-ups? Afraid you might have a virus on your computer? Take this class to learn how to safeguard your computer. In this class, we will discuss how to protect your computer from potential viruses, malware, and spyware, as well as other threats to your computer.

iLegal: Understanding Appropriate Music and File Downloads (3 hours) (Basic)

The RIAA is suing illegal music downloaders now more than ever, so it is imperative that you know what's legal and—more importantly—what's not. In this class, we'll look at legal and illegal music downloading websites and discuss how peer-to-peer networks function. We'll also take a look at the legal ramifications of illegal file sharing and downloading.

Computer First Aid (3 hours) (Basic)

Is your computer ailing? Is age starting to take its toll? Take this class to learn some basic computer first aid to nurse your computer back to health. In this class, you will learn what to do when you spill coffee on the keyboard, how to spot potential problems before they become major ones, how to decipher funny computer noises, and much, much more.

Learning to Back Up Your Data (3 hours) (Basic)

Learning to back up your data is an important way to stay productive. Routine backups will enable you to recover quickly from a computer crash, accidental deletion, or burst water pipes. In this class, we will learn all about the options you have when it comes to backing up your computer. Did you know that newer computers are capable of burning both CDs and DVDs? In this class, we will burn CDs and DVDs using the appropriate software. In addition, we will back up data to USB flash drives and talk about backing up to the NAS unit.

Surfing Safely (3 hours) (Basic)

With more people than ever on the Internet, protecting your office and your family from rogue elements is extremely important. In this class, we will discuss Internet safety tips, Internet filters, and legal issues associated with the Internet.

Who's Spying on You? (3 hours) (Basic)

Did you know that there are computer programs out there that can monitor every keystroke and mouse click you make? Not only can they monitor your movements, they can report that information to companies all over the world. Spyware can also cause those annoying pop-ups to appear on your computer. In this class, we will learn to recognize the symptoms of a computer infected with spyware and how to get rid of it.

Gone Phishing (3 hours) (Basic)

“Update your bank account information!” “Verify your PayPal account or it will be terminated!” Do either of those sound familiar? If these email messages are sitting in your inbox, then you are most likely the victim of a phishing scam. Email scams are on the rise, and they are delivered straight to your inbox. Don't be a victim of these scams. Learn how to sniff out phishy email and protect your financial information.

Before the Storm (3 hours) (Basic)

When water—whether it’s from a hurricane or burst water pipes—threatens your computing equipment and data, having an emergency plan in place is essential. In this class, we will look at the steps you can take to protect your equipment and save your data in the event of a disaster.

After the Storm (3 hours) (Basic)

The winds have died down, and the water is receding; all that’s left is to clean up after the storm. How do you dry out your electronics? Are they safe to use again? What’s the difference between salt water damage and fresh water damage? What about mud and other debris that has caked up on your equipment? In this class, we will look at what kinds of technologies you should include in your “to go” box and how to salvage equipment after a storm.

Cyberbullying (3 hours) (Basic)

What is cyberbullying? Understand what shape it can take, the severity of it, and its consequences. This training session is for children as well as parents.

Copyright in an Online World (3 hours) (Basic)

Putting music in a PowerPoint presentation or downloading graphics for a newsletter are great ways to spice up your materials, but if they are not cited correctly, you could be breaking the law. In this class, we’ll look at the appropriate methods of citing electronic works, music, and videos.

GPS/GIS

TARGET AUDIENCE:

Beginners/hobbyists

4-H youth

Small business owners

Master Technology Innovators

Google Maps (3 hours) (Basic)

Google Maps is an interactive tool that allows you to look up directions, businesses, and the like, but there is another, lesser-known feature called My Maps. My Maps will let you create custom maps that can be linked in email or placed on a website. You can also view the maps you create in Google Earth. This is a great way to let your clients know where the shooting sports match will be held, where the MHV group meets, or simply how to get to your office.

Making the Most of the Garmin eTrex Legend (3 hours) (Intermediate)

The Garmin eTrex Legend is the most versatile GPS unit for those on a budget. In this class, you will learn how to set and name waypoints and use the “go to” feature, among other things. This class will give you a hands-on opportunity to learn how to use your GPS unit.

GoogleEarth Plus (3 hours) (Intermediate)

You can do a lot with Google Earth for free, but what you can’t do is download data from your GPS unit into the Google Earth Platform. With Google Earth Plus, a \$20 add-on, you can use the data you collect with your GPS unit to create customized maps and aerial images.

Where in the World Am I? (3 hours) (Intermediate)

In this class, we’ll look at what you and your 4-H volunteers need to know to set up a GPS cache, complete a letterboxing hunt, or even set up your own crime scene investigation. This class will teach you how to introduce your 4-Hers to the world of GPS/GIS. We will use the 4-H Maps & Apps activity and Garmin e-Trex Legends.

Google Earth/Sky (3 hours) (Intermediate)

Would you like to fly to various places without going through airport security? Do you need to search for the nearest hotel or restaurant? Would you like to view the constellations and planets? If so, Google Earth and Google Sky are for you. Google Earth is a geographic browser that provides 3D imagery at your fingertips. Google Sky allows you to view the stars, planets, and constellations through Google Earth. We will explore the features and capabilities of Google Earth and Sky and how they can be used by tourists, farmers, and 4-H'ers.

ArcGis (3 hours) (Advanced)

This is an introductory class that will teach you the basic fundamentals of ArcGIS. In this class, you will use basic tools to create maps for a wide variety of applications.

EVENT PLANNING

TARGET AUDIENCE: People trying to re-enter the workforce
Small business owners

Google Calendar (3 hours) (Basic)

Sometimes, several people in a large office need to be able to use a group calendar, but the Oracle calendar system is not available to non-Extension employees. In this class, we'll look at a calendaring option for mixed offices: the Google calendar. In this system, you can create a calendar that allows you to share events with coworkers, send invitations, give and receive feedback, integrate the RSVP feature, and much more!

Hosting an Event (3 hours) (Basic)

In this class, you will learn everything you need to know to carry off a successful office event. From magnetic reminders to postcard replies, this class will help you set the tone for any event. Learn how to use templates and mail-merge to present the best image to your clients.

It's in the Mail (3 hours) (Basic)

Ever need a full sheet of mailing labels or need to print just one envelope? In this class, we will learn how to produce envelopes and labels using Microsoft Word. We will pay careful attention to designing and creating labels to use with special events (such as banquets, receptions, and the like) where ordinary labels just won't do.

E-vite Your Clientele (3 hours) (Basic)

Mail-outs can be expensive, and budget cuts require us to seek new ways to reach our clients. In this class, we will look at a free software package that allows you to send out save-the-date notices, invitations, reminders, and thank-you notes—all without ever going to the post office. Find out how you can communicate with your clients without paying postage.

Creating Mobile Newsletters (3 hours) (Basic)

You will learn how to use the popular online software MailChimp to create free, customizable mobile newsletters to email to your clients.

Creating Online Surveys (3 hours) (Basic)

Online surveys are an easy way to get quick feedback from your clients, and with the new mailroom program, it's never been easier! The mailroom program allows you to email your various mail lists with unique surveys. In this class, we'll look at some of the most common, free software available for you to use when creating a survey.

HEALTH & WELLNESS

TARGET AUDIENCE: **Beginners**
Mississippi Homemaker Volunteers
Senior citizens
Master Technology Innovators

Putting Together a Cookbook (3 hours) (Basic)

Many schools, churches, and civic groups use cookbooks as fund-raisers or as a means to build community spirit. However, putting together a cookbook can be tricky and leave you feeling deflated. In this class, we will learn how to put together a community cookbook the easy way. You'll learn both how to assemble a cookbook using pre-defined templates and how to create a template from scratch.

Using Technology for a Healthier You! (3 hours) (Basic)

If getting fit is your goal, be sure to find out how you can put your technology to work for you! In this class, participants will learn how to use technology to cut calories and get in shape. In addition to traditional web resources, we will also look at customizable apps for the busy person on the go.

The teleHEALTH Advocate (3 hours) (Basic)

The teleHEALTH ADVOCATE is an easy-to-use health resource where citizens and healthcare professionals alike can quickly gain knowledge. The resource assembles information from websites, mobile apps, and e-materials.

Social Security: Getting the Benefits You Need Online the Easy Way (3 hours) (Basic)

Save time and effort when applying for or requesting Social Security information. The Social Security online portal offers vast amounts of information, and you can even file your application safely online!

The screenshot shows the website for 'The teleHEALTH ADVOCATE' by Mississippi State University Extension Service. The header includes the title 'The teleHEALTH ADVOCATE' with the tagline 'Empowering Mississippians to take Control of Their Health Wellness' and the university's name. A navigation menu has links for Home, About Us, Contact Us, and Videos. The main content area features a large image of a stethoscope on a computer keyboard. Below the image is a disclaimer: 'This site is intended for informational purposes only and is not a substitute for seeking professional healthcare advice.' To the right, there is a 'Frequently Asked Questions' section with a list of questions and a circular logo for the 'Center for Broadband Education & Adoption Team'. At the bottom, a 'Knowledge Dashboard' section asks 'What do you want to learn today?'.

SOCIAL NETWORKING

TARGET AUDIENCE: **Beginners**
Agritourism/rural tourism
Senior citizens
Master Technology Innovators

Creating a Logo with Logoease (3 hours) (Basic)

Logoease is a simple, free program that allows you to create a logo with a few simple clicks.

Connecting through Facebook (3 hours) (Basic)

Facebook is a social networking site that has more than 250 million active users. Learning how to harness this technology to promote your small business will allow you to connect with many potential customers at no cost to you.

"This class has helped me so much. Now I can actually communicate with my grandchildren! Thank you!"

—WARREN COUNTY PARTICIPANT

Twittering the Day Away (3 hours) (Basic)

Twitter is a micro-blogging service that allows users to post updates on their activities or breaking news throughout the day. Several states are using Twitter to promote agriculture to those who have non-agriculture backgrounds. In this class, you will examine tweets from USDA, MSU, and other Extension agencies. You will set up your own Twitter feed and begin tweeting.

Blogs (3 hours) (Basic)

Blogs are a great way to get your information out to your audience and provide them with an opportunity to give you feedback. In this class, we'll learn how to blog appropriately, how to change the blog's design, and how to moderate the blog once it is made available to your audience.

Taking a Virtual Field Trip (3 hours) (Basic)

In this class you will use the "yourvr" software to create a virtual tour. You can add the virtual tour to your blog or website so that your clients can see it.

Wikis (3 hours) (Basic)

In this class, you'll learn not only what a wiki is but how to create and maintain one. We'll also talk about how to use wikis to build a collaborative educational environment.

Get Creative with Pinterest (3 hours) (Basic)

Pinterest is one of today's fastest-growing social networking sites. Learn how this virtual pinning board is useful for collecting and sharing information with other people with common interests. Pinterest makes it easy to keep up your favorite things on the web.

Share More with Instagram (3 hours) (Basic)

Instagram is rapidly becoming the social media network of choice for teens and young professionals. Instagram allows users to share photos and videos and create captions for the items they post. This class will take you through the process of creating an account, uploading photos and videos, and applying filters.

Snapchat (3 hours) (Basic)

Snapchat is an app that allows users to send photo messages with a caption to other users, who can view the message for an amount of time determined by the sender. In this class, you will create an account and use it to send messages back and forth with other participants. Additionally, we will discuss privacy and legal issues surrounding Snapchat.

Buying on eBay (3 hours) (Basic)

If you are in the market for a vintage *Dick and Jane* reader or are looking for an unusual piece of china, then eBay could be the online market for you. This class will walk you through creating an account and purchasing items. Also, you will learn how to use PayPal and leave feedback on sellers.

Selling on eBay (3 hours) (Intermediate)

Looking to clean out the clutter? Want to make room for something new? List your items on eBay. In this class, you will go through the steps of setting up a seller account, creating a listing, and completing the sale.

Using Etsy (3 hours) (Basic)

Etsy is a unique online marketplace. It features handmade and customized items. This class will focus on teaching you how to create an account and purchase items created just for you.

e-COMMERCE

TARGET AUDIENCE: **Small business owners**

These sessions are designed to be an introduction to e-commerce topics. Most of the presentations are 1 or 2 hours long. After you have gone through one of these sessions, you may wish to consider scheduling a hands-on session.

Web Site Design and Implementation (2 hours) (Basic)

Learn why you need a website and what type of website will be best for your business. Do you need a custom-designed site, or can you use a free template online? Determine the results you want from your website to help you design a quality site to promote your products or business. We will discuss search engine optimization and why it is important on a website.

Determining Your Online Market (1 hour) (Basic)

Who are you trying to reach with your product or business? What sites should you use to promote your business? Learn to use and understand the analytics from Google, Facebook, and other platforms to see who your current customers are and how to target new customers with online advertising.

Online Social Media Presence (1 hour) (Basic)

Why should you have more than a website or social media profile online? Learn how to brand your business using multiple platforms and how each platform is different. Learn why using the same keywords, logos, and color scheme consistently are important.



"This is the best thing to happen for our business! The classes are right here in town, and our staff LOVES our instructor's teaching methods!"

—WARREN COUNTY PARTICIPANT

"If I had not attended the workshop, I would not have had a good understanding about boosting, how to use the insights, and many other things. You do a great job, and this is a great service that MSU Extension provides."

—“CREATE BRAND AWARENESS WITH FACEBOOK” ATTENDEE FROM POPLARVILLE

Use Facebook to Create Brand Awareness (2 hours) (Basic)

Learn how to use a Facebook page to promote your business, engage customers, and discover new followers and markets. Take an in-depth look at Facebook insights to determine who you are reaching and how to further your reach through posts and paid ads.

Tweeting to Discover Customers (2 hours) (Basic)

What can you write in a 140-character tweet to promote your business? Learn how to use Twitter to create a culture around your product or business, engage your followers, and gain new customers. Learn to tweet strategically and decide if you should sponsor your account or tweets.

Creating Pins to Reflect Your Product (2 hours) (Basic)

Learn to use Pinterest for your business, not just as a hobby. What should you pin and how do you create pins that promote your product or business? Find out how to make your pin come up in Pinterest searches by using keywords. Discover what pinners like to see in a pin to ensure your product or business is repinned.

Instagram Marketing (1 hour) (Basic)

Post pictures of items your customers will love and want to purchase. Learn to use Instagram, a social networking site, to link with other platforms and market your product using a simple photo and caption.

Getting Found on the Internet (1 hour) (Basic)

Are you easily found on the Internet? Does your website, location, and contact information pull up in a search? Learn the importance of search engine optimization and validating your location for customers through Google and location-based services like Foursquare and Yelp.

Etsy or eBay or Both (1 hour) (Basic)

Not interested in building or maintaining your own website or online social networking page? Then maybe a shop on Etsy or eBay is the route for you. Learn about the pros and cons of selling through a marketplace venue.



Members of the Poplarville Chamber of Commerce prepare to learn about Facebook pages.

Virtual Small Business Incubator Program

The Virtual Small Business Incubator is a 1-year program that helps entrepreneurs and small business owners improve their online presence, including e-commerce. Participants in this program will go through a series of training sessions, coaching, and networking sessions with two goals in mind: to better understand and implement their online presence and to balance their online responsibilities with their other obligations. CTO will conduct training sessions and seminars during the first 6 months of the program. After this, six monthly 2-hour meetings will take place where participants can network and share best practices. A graduation ceremony will take place during the last monthly session.



e-GOVERNMENT

TARGET AUDIENCE: **Local Governments**

Giving Your County Government a Web Presence

More and more users are now demanding online access to county government resources. This class will help your local county government develop a web presence. From creating an official website to assigning official government email accounts, this session will help you prepare your office to engage clients online. Discover how to engage your citizenry with your website and social media presence.

Conducting a Paperless Board Meeting

If editing and printing the agenda for the next board meeting seems to be a never-ending task, consider introducing your board to the paperless board meeting. This class will focus on training clerks and board members to use mobile devices to create, share, and update items for the agenda that can then be shared with the public.

Creating Informational Videos

Do you answer the same questions over and over again? In this class, you will learn how to create short, informational video clips to address the most commonly asked questions your office faces. These clips can then be posted to your website or social media sites for dissemination to the public.

What Is BYOD? Developing Guidelines for Your County

BYOD is an acronym that means “Bring Your Own Device.” Many employees are using personal cell phones, tablets, and computers for work. What does this mean for your county? What guidelines should you have in place to protect sensitive data? We will discuss these concerns and more.

Streaming Your Board Meeting

This session will teach the technology behind streaming a local board meeting. You’ll learn what technological resources are needed and how you can use them.

COMPUTER/ROBOTICS

TARGET AUDIENCE: **4-H Youth**

Using the New Computer Curriculum to Jump-start Your Technology Club (3 hours) (Basic)

The new CSS curriculum for computer projects is here! In this workshop, we will go over lessons and activities you can use with your 4-Hers in clubs, communities, or after-school projects to further technology programming in your county.

Getting Started with Robotics (3 hours) (Basic)

If you are looking for a place to start, this is it! This workshop will provide an overview of everything you need to get started with robotics.

Basics of NXT-G Programming (3 hours) (Intermediate)

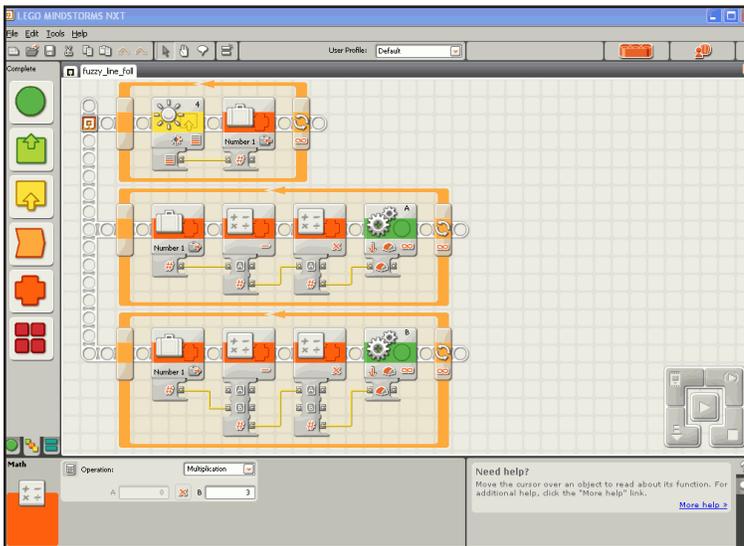
Building a robot is easy enough, but when it comes to programming, teachers often find themselves stumped for answers. This workshop will teach the basics of function-block programming so teachers and volunteers can help their youth get started programming robots.

Advanced NXT-G Programming (3 hours) (Advanced)

Once you know the basics of robotics, it's time to move on to data wires and switch blocks in this advanced programming workshop. Take your knowledge to the next level as you program your robot to execute more difficult commands.

Basics of Robot C for Tetrix (3 hours) (Advanced)

In this workshop, participants will learn the basics of Robot C, a text-based programming language that will give students their first experience in writing code. Participants will also get a chance to program robots in a virtual world created by the National Robotics Academy.



The NXT-G Program looks intimidating, but with CTO's NXT-G Programming courses, students will be ready take their robots to the next level.



4-Hers participate in the 2014 Robotics Boot Camp.



4-H agents learn robotics.

EXTENSION PRODUCTIVITY

TARGET AUDIENCE: **Extension Staff and Professionals**

4-H Enrollment Program (3 hours) (Intermediate)

New to 4-H? Bewildered by the stack of members' enrollment cards sitting on your desk and wondering what to do? In this class, you will learn how the 4-H enrollment system works from top to bottom. This class is ideal for new 4-H agents and administrative assistants or for anyone who needs a refresher course in 4-H enrollment.

4-H Shooting Sports (3 hours) (Intermediate)

The 4-H Shooting Sports enrollment program is used to register 4-H'ers for county postal matches, district shooting matches, and state matches. The program also determines who qualifies for national competition. In this class, you will learn about open and lock-out dates, data entry procedures, and reporting functions.

4-H Club Congress (3 hours) (Intermediate)

4-H Club Congress may only come around once a year, but if you want to come, you and your 4-H'ers must be registered via the Club Congress program. This program allows you to sign members up for contests, workshops, and funshops. In this class, we will go through open and lock-out dates, data entry procedures, and reporting functions.

4-H Project Achievement Days (3 hours) (Intermediate)

If you want to attend 4-H Project Achievement Days, you'll need to make sure you and your 4-H'ers are registered via the Project Achievement program. This program allows you to sign members up for contests, workshops, and funshops. In this class, we will go through open and lock-out dates, data entry procedures, and reporting functions.

4-H Horse Show (3 hours) (Intermediate)

The County 4-H Horse Show program class is designed to help you navigate the county horse show program. We will look at entering exhibitors and horses, entering teams, and editing previously saved data.

4-H Livestock (3 hours) (Intermediate)

The County 4-H Livestock program class will help users understand how to enter data into the livestock program for district and state shows.

Data Management in Excel Using the 4-H Enrollment System (3 hours) (Advanced)

This WebCT class is designed for 4-H agents, program associates, and administrative assistants who use the 4-H Enrollment System. This course will show you how to use the 4-H Enrollment System's export capability to create custom reports in Excel. This course will cover sorting, calculations, and simple querying of data.

County Mailroom (3 hours) (Intermediate)

The County Mailroom program is the new online program that has replaced the old Access-based mailroom program. This new program will allow you to maintain functionality and access to your clients as you make the transition. This program will allow you to create mailing labels, run queries, and send emails to a direct audience.

Mississippi Homemaker Volunteer Database /The Ladies Are Coming (3 hours) (Intermediate)

It's that time of year again: time for MHV State Council. There have been several changes to the State Council registration system. This session will discuss those changes and address any questions about the MHV enrollment system.

County Budget (3 hours) (Intermediate)

Each county is required to submit a county budget yearly, usually in May. In this class, we will review the data entry procedures for the county budget, guidelines for submission, and the approval process.

Publications (3 hours) (Intermediate)

The Publications Ordering System is designed to help departments and counties order materials online. You'll learn how to use this system to order publications from MSU and have the materials shipped to the county office.

Quarterly Reporting System (3 hours) (Intermediate)

The Quarterly Reporting System is a program that all employees are required to complete quarterly. This system tracks an employee's activities for the quarter and reports them back to the appropriate administrator.

Gallery (3 hours) (Basic)

Gallery is the online photographic database used by Extension to manage the thousands of photos taken every year by the Office of Agricultural Communications. In this class, you will learn how to search for county or departmental photos, download those photos, and then upload them to an online ordering system for processing.

Protecting Your Data (3 hours) (Basic)

Have you heard horror stories of people losing everything because their computer crashed? Want to make sure your data is secure? Then join us to learn how to back up your computer to the NAS Unit. Also, learn the tips and tricks you need to know when the NAS unit won't let you run your backup.

"Thank you for these two days of training! I have learned valuable information with all of the tips given, and they will be used."

—CINDY V.

eXtension

eXtension

Have you been wondering what all the talk is about concerning eXtension? Well, in this class, we'll do a little investigation and see what we can find out about the newest website in Extension. You'll be able to submit an FAQ, search for information close to home, or maybe even start your own community of practice. At the very least, you will be able to see what others are doing in neighboring states.

Second Life

Second Life is the latest buzz within eXtension, but selecting an avatar and navigating this online world can be a bit tricky if you've never done it before. In this class, we'll look at creating avatars and interacting in this virtual world.

Bailey Island

Bailey Island is the place to be if you're a 4-H'er. This island is dedicated to providing a closed learning environment for 4-H'ers from across the nation. In this class, we'll learn what fun your 4-H'er can have on Bailey Island.

TECHNOLOGY DEVELOPMENT

Technology Academy

The tech academy is a professional development program geared to improve the technology skills of Extension staff. The tech academy consists of five monthly 4-hour sessions held at the Bost Extension Center. Participants who attend all sessions and successfully present examples of where they have used the skills learned will receive a diploma. The tech academy is offered once per year and class size is limited. Applicants are accepted on a first come, first served basis.



"The Technology Academy helped me to understand and use more apps on my iPhone and iPad."

—NATASHA HAYNES, RANKIN COUNTY

Master Technology Innovator

The Master Technology Innovator program is open to those people who wish to volunteer their time and technical talents to lead technology innovation in their county. Certified Master Technology Innovators must take an exam that tests their knowledge of various computer applications, computer hardware, Internet, and networking topics. Participants may choose to take the exam without attending classes, but certification requires an 85 percent pass rate. If interested, participants may request training on particular topics. Upon completion, Master Technology Innovators must volunteer 80 hours per year to their communities.

DISTANCE EDUCATION

TARGET AUDIENCE: **Extension Staff and Professionals**

Distance Ed Orientation (2 hours) (Basic)

Every county office has the capability to use the interactive video conferencing equipment, but there is more to the Distance Education group than just interactive video conference (IVC). How do you know whether you need to use the IVC equipment, Scopia Desktop, Adobe Connect, or an online module? How do you sign up for programs and classes being taught via interactive video? How do you schedule a program or meeting to be offered through interactive video? In this class, you will learn the correct procedures to schedule a conference and how to sign up. You will also learn about the different distance learning capabilities offered to Extension employees, plus whom to call for help and when.

Video Conferencing Etiquette (1 hour) (Basic)

This class will touch on every aspect of proper behavior during video conferencing, from knowing your microphone to best practices for presentations.

Using the Polycom VSX for Video Conferencing (1 hour) (Basic)

If your county office is equipped with a Polycom VSX machine, this class will show you how to connect, use, and present from the VSX machine.

Using the Polycom QDX for Video Conferencing (1 hour) (Basic)

If your county office is equipped with a Polycom QDX machine, this class will show you how to connect, use, and present from the QDX machine.

Using the Lifesize Machine for Video Conferencing (1 hour) (Basic)

If your county office is equipped with a Lifesize machine, this class will show you how to connect, use, and present from the Lifesize machine.

Using a County Classroom for Video Conferencing (1 hour) (Basic)

If your county is equipped with an IVC Classroom that uses a touch panel, this class will show you how to connect, use, and present using the touch panel.

The Ins & Outs of Scopia Desktop (1 hour) (Basic)

Scopia Desktop is a great tool to use when you are not able to use the county office's IVC equipment. This session will show you everything you need to know about Scopia Desktop, from installation to presenting PowerPoints and more.

Webinar Break Down (1 hour) (Basic)

Webinars are becoming the go-to platform for presenting programs to people all over the country. This program will explain what exactly a webinar is, how to know if a webinar is right for you, what to expect from a webinar, and how to schedule one with Distance Ed.

Using Adobe Connect for Webinars (2 hours) (Intermediate)

So you decided to use Adobe Connect to host a webinar? Great! This hands-on class will show you everything you need to know to be a successful webinar host.



Polycom VSX



Polycom QDX



Lifesize



MISSISSIPPI STATE
UNIVERSITY®
EXTENSION SERVICE

Copyright 2014 by Mississippi State University. All rights reserved. This publication may be copied and distributed without alteration for nonprofit educational purposes provided that credit is given to the Mississippi State University Extension Service.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Publication 2856

Extension Service of Mississippi State University, cooperating with U.S. Department of Agriculture. Published in furtherance of Acts of Congress, May 8 and June 30, 1914. GARY B. JACKSON, Director