

2010-11 Access to Justice Technology Training Series



Word

Word 2

Learn How to:

- Work with Headers and Footers
- Insert page numbers
- Work with Section Breaks
- Use Word styles to format text
- Use outline numbering
- Create a Table of Contents
- Insert and format Word tables
- Create envelopes and labels
- Create cross references
- Perform a mail merge



PowerPoint

PowerPoint Essentials (PPT)

Learn how to:

- Create presentations
- Use the various PowerPoint views
- Modify slide backgrounds and bulleted lists
- Insert pictures and clip art
- Use the drawing tools
- Modify a Slide Master
- Run a slide show
- Print a PowerPoint presentation



Excel

Excel 1

Learn how to:

- Explore the Excel workspace
- Enter text and numbers
- Insert/delete columns and rows
- Basic cell formatting
- Print and preview a spreadsheet
- Create Headers and Footers
- Formula and Function overview

Excel 2

Learn how to:

- Manage worksheets
- Freeze panes
- Hide columns and rows of data
- Work with cell ranges
- Excel's list management functions
- Use formulas and functions
- Copy Excel data into Word

Training Locations

Andrews Kurth

San Antonio - Pyramid Building, 601 N.W. Loop 410, Suite 375 & 380 San Antonio, TX 78216

Dallas - 1717 Main St., Suite 3700, Dallas, TX 75201

Baker Botts

Austin - 1500 San Jacinto Center, 98 San Jacinto Blvd., Austin, TX 78701-4078

Fulbright & Jaworski

Houston - 1301 McKinney, 36th floor, Houston, TX 77010

Texas Tech Law School - Computer Lab

Lubbock - 1802 Hartford Lubbock, Texas 79409

University of Texas at El Paso (UTEP)

El Paso - 500 West University Ave, 425 Kelly Hall, 2nd floor Computer Lab, El Paso, TX 79968-0703

South Texas College

McAllen 3201 West Pecan Blvd., Building M, Room M-224, McAllen, Texas 78502

Need Help Desk Assistance? Call the Technology Help Desk, *provided by Fulbright & Jaworski:*

(Phone) 1-877-651-5260, (Email) hohelpdesk@fulbright.com

**This pilot Help Desk program is targeted to non-profit legal services programs that do not have IT staff.

2010-11 Access to Justice Technology Training Calendar

Austin

June 17 - Baker Botts

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

June 18 – Baker Botts

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

October 21– Baker Botts

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

October 22 – Baker Botts

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

February 24 – Baker Botts

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

February 25 – Baker Botts

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

Dallas

June 17 – Andrews Kurth

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

June 18 – Andrews Kurth

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

October 21 – Andrews Kurth

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

October 22 – Andrews Kurth

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

February 24 – Andrews Kurth

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

February 25 – Andrews Kurth

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

El Paso

July 22 – UTEP

PPT: 1:30pm – 5:00pm

July 23 – UTEP

Word 1: 9:00am – 12:30pm
Word 2: 1:30pm – 5:00pm

McAllen

July 29 – South Texas College

Excel 1: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

July 30 – South Texas College

Excel 1: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

Houston

June 10– Fulbright & Jaworski

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

June 11 – Fulbright & Jaworski

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

October 14 – Fulbright & Jaworski

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

October 15 – Fulbright & Jaworski

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

March 3 – Fulbright & Jaworski

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

March 4 – Fulbright & Jaworski

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

San Antonio

June 10– Andrews Kurth

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

June 11 – Andrews Kurth

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

October 14 – Andrews Kurth

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

October 15 – Andrews Kurth

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

March 3 – Andrews Kurth

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

March 4 – Andrews Kurth

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

Lubbock

July 15 – Texas Tech

Excel 1: 9:00am – 12:30pm
PPT: 1:30pm – 5:00pm

July 16 – Texas Tech

Word 2: 9:00am – 12:30pm
Excel 2: 1:30pm – 5:00pm

Tech Tip

Like to learn at your own pace?

Try eLearning...

(1) Go to <http://teajf.universitysite.com>

(2) Login as shown below.

(3) Click **Catalog** on the dark blue bar

(4) Launch an eLearning module

*Note: modules are 2003 and 2007

Registration

To register online, go to:

<http://teajf.universitysite.com>

Login: your email address

Password: atj

1. Locate for your class on the registration calendar.
2. Click to register.
3. All class materials are downloadable from the registration site.
4. A CD of class materials is provided in class.



As part of our GREEN INITIATIVE, all class materials are located on the registration site. If you require paper handouts, please print your own.

Register for training at teajf.universitysite.com

Need Help? Call Lisa - 512-320-0099, ext. 102