

# July 2008

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## **TRANSITION TO OFFICE 2007/2008**

The move to Office 2007/2008 is progressing with over **675** computers having been converted.

## **TRAINING OPPORTUNITIES**

Office 2007 (Windows) and Office 2008 (Mac) overview sessions are being offered throughout the month of July. This [registration link](#) contains the complete schedule.

Please contact Maureen Scoones, [mscoones@hamilton.edu](mailto:mscoones@hamilton.edu), x4178, if you have any questions about the training opportunities available.

## **OFFICE 2007/2008 TIPS**

- Continuous Use of the Format Painter - After selecting the desired formatted text, double-click on the Format Painter icon and then you can apply the chosen format to text in multiple locations by selecting the text. The Format Painter will stay on until you click again on the Format Painter icon.
- Ctrl+End (Option + End on a Mac) will quickly move you to the bottom of a document.
- Ctrl+Home (Option + Home on a Mac) will quickly move you to top of a document.
- In any Office 2007 application, you can right-click on any item on the Ribbon and then select *Add to Quick Access Toolbar*
- In any Office 2007 application, if you double-click on one of the Ribbon Tab Names, you will minimize the Ribbon. Just double-click on a tab to get the Ribbon back
- In any Office 2007 application, F1 will open the Help screen

- In Excel 2007/2008, Ctrl + ; will automatically enter today's date
- In Excel 2007/2008, Ctrl + Shift + : will automatically enter the current time
- In Excel 2007/2008, F7 will check spelling in the spreadsheet
- In Excel 2007, you can quickly create a chart by positioning your mouse within your data range and then hitting the F11 key (by default, this will not work on a Mac because the F11 key conflicts with an OSX command).
- In PowerPoint 2007/2008, if your slide is getting too long, click on the AutoFit button that appears in the lower left corner of the text box and select *Split Text Between Two Slides*
- In Word 2007/2008 or PowerPoint 2007/2008, Shift + Enter after a bulleted item will give you a new line indented, but without the bullet

## MAJOR SUMMER PROJECTS

Throughout the summer:

### ***Computer and Data Projector Installations***

- Every summer we replace 3-5 year old computers and add newly approved computers. Thus far **152** computers have been installed out of **485** planned.
- Thus far **17** data projectors have been replaced out of **20** that were scheduled for replacement

May/June:

- May 29 – Replace the campus *firewalls* in the Burke and KJ server rooms. **Complete**
- Upgrade our Citrix servers. These servers provide students and staff with access to a variety of software from either Macintosh or Windows computers. **The new Citrix test server is available for software testing by faculty. Faculty who have used Citrix for any purpose in the past are encouraged to login and test the latest versions of the software. This test server can be found at <<http://webcitrix.hamilton.edu>>. Please note that the URL is different from the normal one, with "webcitrix" in place of "citrixweb". Faculty with questions or feedback for should contact Nikki Reynolds, [nreynold@hamilton.edu](mailto:nreynold@hamilton.edu) or 4091.**
- Relocate the major electronics that runs the network on South campus. Hardware will be moved from McEwen to KJ. Downtime from 10:00am - 4:00pm for South campus. **Delayed until July 14<sup>th</sup>.**

June/July

- Upgrade our e-mail server. Quotas will be increased for all users. **In progress**
- Activate the new KJ network. Install networking/phone equipment and activate approximately 900 data and 300 phone connections. In addition, wireless networking will be installed throughout the building. **In progress**

- Upgrades to hardware and software in the following labs
  - List 220 - June 30 - July 3
  - Burke 001 - July 14 - July 18
  - Multimedia Presentation Center - July 21 - July 31
    - Note: List 220 and Burke 001 are closed for the summer. The MPC will be closed during its upgrade period. (Burke 001 should be open for that timeframe.)
  
- Blackboard upgrade is **complete**.
  - The fall course spaces are ready for faculty to begin using. Students cannot yet see these course spaces, as they are listed as “unavailable” in the Blackboard system. Faculty can change this parameter to “available” at any time through the Control Panel.

## **ITS STAFF CHANGES**

It has been a summer of staff changes. A number of ITS staff have assumed new responsibilities and several new people are joining the organization.

In February Joe Karam left Hamilton for a new position at Princeton. In May, Dave Roback was appointed Director of Network and Telecommunication Services. Dave recently celebrated his 10 year anniversary at Hamilton. Jesse Thomas was appointed as a Network/Systems Administrator to replace Dave. Chris Forte, formerly a Help Desk Support Specialist, assumed Jesse’s position as Desktop System Administrator – Academic Facilities. David Swartz, who has worked for Hamilton this past year on a contractual arrangement was appointed to the new position of Desktop Integration Specialist. Jim La Vere joined ITS as an Instructional Technology Specialist. Two more searches are in progress: Web Developer (to replace Brian Love) and Help Desk Support Specialist to replace Chris Forte.