



TechTalk

MCC Information Technology Services Monthly Newsletter

January 10, 2008, No. 11

IT HELP DESK

M-TH 7:45am-8pm

FRI 8am-4:30pm

SAT 8am-1pm

ext. 8457 Press 0

ANGEL Issues

ext. 8457 Press 1

AV Equipment

ext.8457 Press 2

NEW in Outlook MS Office 2007

- **To-Do List** now available as a minimized bar to the right of your Inbox screen – click on it to see a mini-calendar, tasks, and due dates.
- **Create pictures and shapes**, change page color, and format text with tabbed editing bars just like you can in Word.
- **Search your email** with a new Inbox search field; just type in a word or phrase and find all emails with headings or subject matter that include those words.



Have a question? We'll answer it in this newsletter! Email: AskIT@mchenry.edu

Or go to Tech Tutorials at: <http://www.insidemcc.mchenry.edu/PD/Tutorials/Tutorials.htm>

Does your computer desktop look different? Don't Panic!

Information Technology is in the process of updating all computers on campus.

Classroom, faculty, and staff computers will all be updated with Microsoft 2007 and fresh new profiles starting this month. In the process, icons on your desktop, Outlook, printers, and other settings may be altered. But it is easy to bring back all the things you need - just **call the Help Desk at ext. 8457**, and a technician will assist you in bringing back your databases, printers, e-mail, special applications, and so forth, from your saved profile. Just ask for “**Microsoft Office 2007 Finishing Touches**”.



Home Software FAQs

What is Home Software?

Microsoft offers a special “Work at Home” agreement, under which MCC employees can request software they use on campus, to work off campus.

How much does it cost?

The MS Office suite, \$199.95 in the Bookstore, is only \$4.10 under this program.

Where do I get it?

You can request it using the Home Software Request form on InsideMCC. After it is paid for in registration, and the signed form and receipt is brought to A110, IT orders the software. It should arrive within two weeks.

Can IT help me install it?

No. All Help calls should go directly to Microsoft. Also, upon retiring or otherwise leaving employment, home software must be deleted from your computer.

Total Help Desk Requests from Jan 2007 - Dec 2007: **5161**

Home Software Requests since Sept 2007: **105**

Microsoft Office Word 2007

Microsoft Mystery Button

MS Office 2007 has no “File” menu - it has been replaced with a round picture icon (shown left). So to access “New”, “Open”, “Save” or “Print”, left click on the icon, or use the shortcuts along the top bar.

This newsletter compiled and edited by S.E. Sieber