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**ping** \Ping\ v: 1. a message sent by a computer to confirm connectivity with remote systems.  
2. a bi-monthly newsletter sent by Information Technology Services to stay connected with the Mississippi State University user community.

FEBRUARY/MARCH 2003

INSIDE...

## Workshop Information

Check the enclosed calendar for a workshop that is right for you. If you don't see a class that meets your needs, let us know. We will customize training for a group or department.

Workshop calendars for February and March are located on pages 4 and 5

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Services

## Virus Protection Now Available for Students, Faculty, and Staff

Information Technology Services has acquired a site-wide software license agreement for **Symantec (Norton) AntiVirus Corporate Edition (SAV)**. SAV is one of the industry's leading software packages for protecting against computer viruses and worms. This license agreement provides MSU Students, Faculty, and Staff with the right to use this software on *both* University-owned and personally-owned desktop Macintosh and Windows computers.

This software will be available by the end of January 2003. It can be installed or downloaded from the main ITS Web page at [www.its.msstate.edu](http://www.its.msstate.edu) by following the link "**Symantec AntiVirus Install/Download**". Before obtaining the software you will be required to authenticate by entering your NetID and Banner PIN, and you will be required to agree to the terms and conditions of the license.

Also as part of this license agreement, ITS has acquired the "Symantec Antivirus for SMTP Gateways" software which provides the ability to scan for and remove viruses from email. ITS will be rolling this capability out over the next several weeks with an ultimate goal of being able to protect all MSU systems from email-borne viruses.

## Wireless Campus Network Expanding

ITS is conducting an ongoing project to overlay and supplement the wired campus data network with 802.11b wireless data network coverage. As part of this project, ITS installed wireless network equipment in on-campus Residence Halls. All of the Residence Halls have been wired and connected to the campus network for some time, and now all have been provided with wireless network coverage at least within their Common Rooms and study areas. In several cases, the wireless coverage extends well into the residential areas of the buildings and covers some of the outdoor gathering areas.

As part of the ongoing wireless project, ITS maintains a map detailing all areas of campus that are currently covered by the wireless network: [www.its.msstate.edu/Services/WirelessNetwork/wirelessmap.htm](http://www.its.msstate.edu/Services/WirelessNetwork/wirelessmap.htm).

Register for workshops online: [www.its.msstate.edu/us/training](http://www.its.msstate.edu/us/training). If no Internet access, call 325-0631

# Scheduled Workshops

*All workshops are taught in McArthur Computer Labs  
 unless otherwise noted.*

## BANNER

***Banner Navigation and Financial Query*** This workshop is designed for users with little or no previous Banner experience. Participants will learn how Banner is used at MSU, basic Banner form structure, and basic navigation skills. The class covers some of the financial query forms useful for viewing account balances and financial transactions, tracking, and purchasing activity for a department.

*Prerequisite: Banner account. February 4 & March 4, 8:30 a.m. - Noon*

***\*Banner Payroll Time Entry*** This workshop covers the steps required to process semi-monthly payroll for a department's employees. Participants will key a sample payroll with examples for keying different earn codes. Participants will also print the voucher reports necessary to complete the payroll process.

*Prerequisite: Completion of Banner Navigation and Financial Query class. March 5, 10:00 a.m. - Noon*

*\*Offered Bi-Monthly*

***Banner Requisitions*** This two-day workshop will discuss the process of creating requisitions online in Banner. The class includes an overview of the purchasing process and the role of requisitions in the MSU purchasing cycle. Participants will create requisitions online, track purchasing documents, and approve requisitions in Banner. The target audience is departmental employees who are involved in the purchasing process.

*Prerequisite: Completion of Banner Navigation and Financial Query class.*

**February 11 & 12, March 18 & 19, (a two-day class), 8:30 a.m. - 4:00 p.m. both days**

***Banner Invoice Processing*** This workshop will discuss the steps required to process vendor invoices for payment – both direct pay invoices and regular invoices against purchase orders. Participants will process vendor invoices online in Banner and perform queries associated with the purchasing process. The target audience is departmental employees who are involved in the purchasing process. *Prerequisite: Completion of Banner Requisition class.*

**February 18 & 19, March 25 & 26, (a two-day class), 8:30 a.m. - 3:00 p.m. (day 1), 8:30 a.m. - Noon (day 2)**

***\*Banner Electronic Approvals of Online Job Labor Redistributions*** This workshop will discuss the steps required to key redistributions and approve them in Banner. Participants will key redistributions for a sample set of employees, approve redistributions, and perform various queries associated with redistributions. The target audience is departmental employees (data entry and approvers) who are involved in the redistribution process. *Prerequisite: Completion of Banner Navigation and Financial Query class or Banner proficiency.*

**March 27, 10:00 a.m. - Noon \*Offered Bi-Monthly**

## GRAPHICS

***Adobe Illustrator 9.0*** Participants in this workshop will become familiar with the basic Illustrator interface. Learn the differences between Illustrator and Photoshop, how to use the tools, and how to transform your ideas into dazzling graphics for use on the Web, in print, and in dynamic media. *Prerequisite: Windows or Macintosh proficiency. February 11, 1:30 p.m. - 5:00 p.m.*

***Intro to Adobe Photoshop 6.0*** Participants in this workshop will become familiar with the basic Photoshop interface, including how to use the toolbox in the creation of simple graphics, text, buttons, drop shadows, and layers. Also, participants will learn the basic techniques of editing and retouching old or damaged photographs.

*Prerequisite: Windows or Macintosh proficiency. March 25, 1:30 p.m. - 5:00 p.m.*

## Scheduled Workshops

Register online:

[www.its.msstate.edu/Services/Instructional/Workshops/reg.php](http://www.its.msstate.edu/Services/Instructional/Workshops/reg.php)

User Services

### WEB DEVELOPMENT & ELECTRONIC PUBLICATIONS

**Introduction to Microsoft FrontPage 2002** This is a professional Web design program that is easy to use. Participants will learn to create and design a Web site with FrontPage Explorer, and edit and create pages in the FrontPage Editor. Participants will work on a simple web site for a course. Topics in the FrontPage Editor will include Editor basics, building lists, linking pages, inserting images, Image Composer, and more.

*Prerequisite: Windows or Macintosh proficiency.* **March 5, 8:30 a.m. - Noon**

**Introduction to Dreamweaver UltraDev 4.0** Dreamweaver 4 is a powerful tool for Web site development. Participants will be introduced to the interface of Dreamweaver 4 including the document window, objects panels and property inspector. Participants will create a course Web site starting with site definition and including the latest features of tables, HTML styles, lists, inserting Flash text, creating a form, uploading to the server and much more.

*Prerequisite: Windows or Macintosh proficiency.* **March 19, 8:30 a.m. - Noon**

**WebCT Specialty Area - Communication Tools** WebCT is a course management system that will allow you to communicate with your students via the Web. In this workshop, participants will learn the advanced features within the discussions, mail, chat, whiteboard, and calendar tools of WebCT. This workshop will build on the concepts taught in the Introduction to WebCT workshop.

*Prerequisite: Introduction to WebCT, FITS Level I graduate, or instructor consent.* **February 13, 1:30 p.m. - 5:00 p.m.**

**WebCT Speciality Area: Preparing Documents** Learn to convert and create WebCT materials from existing electronic or paper-based documents using Microsoft Word, PowerPoint and Adobe Acrobat. The emphasis will be on non-technical, practical ways of quickly preparing text and graphic materials for use in web-based units. Tips and tricks will be shared.

*Prerequisites: Introduction to WebCT and familiarity with Microsoft Word and PowerPoint.*

**March 20, 1:30 p.m. - 5:00 p.m.**

**WebCT Speciality Area: Dreamweaver** WebCT is a course management system that will allow you to communicate with your students via the Web. In this workshop, participants will learn how to integrate their website developed in Dreamweaver with WebCT This workshop will build on the concepts taught in the Introduction to WebCT workshop.

*Prerequisite: Introduction to WebCT, FITS Level I graduate, or instructor consent.* **March 21, 1:30 p.m. - 5:00 p.m.**

**Introduction to Macromedia Flash** Flash is used to create Web animation, plus it has powerful video, multimedia, and application development features, which allow designers and developers creative ways to present their Web content. This workshop will explain some of the interface elements and introduce an overview of the main components: the Timeline, Stage, Toolbox, Work Area, Zoom Box, and Launcher. Learn how to make an image move.

*Prerequisites: Familiarity of Dreamweaver, FrontPage, or HTML.* **March 4, 1:30 p.m. - 5:00 p.m.**

## onCampus to Debut in May

onCampus, the University's new digital campus initiative, represents a long-term commitment to enhance the educational and work environment for MSU faculty, staff and students by providing more and better electronic information and services while unifying and facilitating access to those resources. Current plans call for the initial rollout of onCampus in May, prior to the start of the Summer session. The Web-based environment will provide a single point of access to multiple systems and resources such as email, electronic calendar, Banner and WebCT, while providing a highly customizable environment that can be tailored to meet individual needs. ITS will be providing additional information via the ITS Web site as the go-live approaches.

## Scheduled Workshops

*All workshops are taught in McArthur Computer Labs  
 unless otherwise noted.*

# MARCH

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 <b>Banner:</b> <b>Navigation and Financial Query</b> 8:30 a.m. - Noon <b>Intro to Macromedia Flash</b> 1:30 p.m. - 5:00 p.m.	5 <b>*Banner:</b> <b>Payroll Time Entry</b> 2:00 p.m. - 4:00 p.m. <b>Intro to Microsoft FrontPage 2002</b> 8:30 a.m. - Noon	6	7
10	11	12	13	14
17	18 <b>Banner:</b> <b>Requisitions</b> 8:30 a.m. - 4:00 p.m. <b>Intro to Microsoft Word 2000</b> 1:30 p.m. - 5:00 p.m.	19 <b>Banner:</b> <b>Requisitions</b> 8:30 a.m. - 4:00 p.m. <b>Intro to Macromedia Dreamweaver UltraDev 4.0</b> 8:30 a.m. - Noon	20 <b>WebCT Specialty Area: Preparing Documents</b> 1:30 p.m. - 5:00 p.m.	21 <b>WebCT Specialty Area: Dreamweaver</b> 1:30 p.m. - 5:00 p.m.
24	25 <b>Banner:</b> <b>Invoice Processing</b> 8:30 a.m. - 3:00 p.m. <b>Intro to Adobe Photoshop 6.0</b> 1:30 p.m. - 5:00 p.m.	26 <b>Banner:</b> <b>Invoice Processing</b> 8:30 a.m. - Noon <b>Microsoft Word 2000 II</b> 8:30 a.m. - Noon	27 <b>Banner:</b> <b>Electronic Approvals</b> 10:00 a.m. - Noon	28

\* Offered Bi-Monthly

## Online Workshops Available

If you can't attend workshops offered by ITS, you can enroll in a Microsoft Office 2000 online workshop, Succeeding with Office 2000. This workshop includes Word, PowerPoint, Excel and Access. Now, you can learn the entire Office suite of programs at the convenience of your desktop. As an additional bonus, you still have access to the ITS consultants to answer any questions that you may have.

Basic and advanced workshops for Office 2000 are available. A limited number of registrations are available on a first come, first served basis. A commitment of completion is required prior to beginning the online workshop. For more information or to register for Succeeding with Office 2000, go to the Web site at [www.its.msstate.edu/Information/Workshops/Success/](http://www.its.msstate.edu/Information/Workshops/Success/) and complete the registration form.

## Scheduled Workshops

Register online: [www.its.msstate.edu/us/training](http://www.its.msstate.edu/us/training)

User Services

# FEBRUARY

Monday      Tuesday      Wednesday      Thursday      Friday

3	4 <b>Banner: Navigation and Financial Query</b> 8:30 a.m. - Noon	5	6	7
10	11 <b>Banner: Requisitions</b> 8:30 a.m. - 4:00 p.m. <b>Intro to Adobe Illustrator 9.0</b> 1:30 p.m. - 5:00 p.m.	12 <b>Banner: Requisitions</b> 8:30 a.m. - 4:00 p.m. <b>Intro to Microsoft PowerPoint 2000</b> 8:30 a.m. - Noon	13 <b>WebCT Specialty Area: Communication Tools</b> 1:30 p.m. - 5:00 p.m.	14
17	18 <b>Banner: Invoice Processing</b> 8:30 a.m. - 3:00 p.m.	19 <b>Banner: Invoice Processing</b> 8:30 a.m. - Noon <b>Intro to Microsoft Access 2000</b> 8:30 a.m. - Noon	20	21
24	25 <b>Introduction to Adobe Acrobat 5.0</b> 1:30 p.m. - 5:00 p.m.	26 <b>Microsoft Access II 2000</b> 8:30 a.m. - Noon	27	28

## ITS Workshop Calendar Online

Add a workshop to your calendar and plan ahead. See what workshops ITS is offering and when by viewing the tentative yearly workshop schedule online. Each workshop is listed under the month that it will be taught and includes tentative dates and times. The exact dates and times of each workshop will be announced in the bi-monthly newsletter, *ping msstate.edu*. Currently workshop dates are listed for April - August 2003.

The tentative yearly workshop schedule can be found at: <http://www.its.msstate.edu/Information/Workshops/tentative.php>.

## PRODUCTIVITY

***Introduction to Adobe Acrobat*** Adobe Acrobat is a suite of programs used to create, enhance, and read PDF (Portable Document Format) files. This class will introduce you to the Acrobat Suite, including Acrobat Exchange, Distiller, Capture, PDF Writer, Scan, Catalog, and Reader. PDF documents can be viewed over the Web and on all operating systems while maintaining their original look – even when printed. *Prerequisite: Windows or Macintosh proficiency.*  
**February 25, 1:30 p.m. - 5:00 p.m.**

***Introduction to Microsoft Access 2000*** Microsoft Access is a relational database manager. This introductory class will begin by examining the Access interface. Participants will learn to create and work with tables, including data entry and working with records. Also, participants will create and work with forms, queries, reports, and wizards. Users will become familiar with associated terminology. *Prerequisite: Windows or Macintosh proficiency.* **February 19, 8:30 a.m. - Noon**

***Microsoft Access 2000 II*** Microsoft Access is a powerful tool to organize, manipulate and present data. In-depth coverage of queries and reports, combined with investigation of working in design view and creating advanced forms, such as the Master Switchboard, will allow participants in this workshop to accomplish enhanced data analysis and reporting. Topics will also include importing and exporting various file types, Excel pivot tables and generating macros. *Prerequisite: Introduction to Microsoft Access 97 or equivalent experience.* **February 26, 8:30 a.m. - Noon**

***Introduction to Microsoft PowerPoint 2000*** In this introductory workshop, participants will become familiar with Microsoft PowerPoint, an electronic presentation application. Participants will learn to create PowerPoint presentations and to use the slide editor and tools to format slides. Topics will include formatting text, creating and formatting charts, importing clipart and other images, manipulating images, and adding animation and sound. *Prerequisite: Windows or Macintosh proficiency.* **February 12, 8:30 a.m. - Noon**

***Introduction to Microsoft Word 2000*** In this introductory workshop, participants will become familiar with Microsoft Word, a word processing application. Participants will learn to use the Word display and tools to format simple documents. Topics will include creating and formatting text, creating and formatting tables, importing clipart and other images, manipulating images in the document, and performing a mail merge. *Prerequisite: Windows or Macintosh proficiency.*  
**March 18, 1:30 p.m. - 5:00 p.m.**

***Microsoft Word 2000 II*** This workshop is geared to help you get the most out of Microsoft's word processing application. Participants will learn how to setup different sections in Word, change margins and modify the normal page layout. In addition, participants will master Word's header and footer function, i.e. page numbering. Participants will learn how to use OLE, Object Linking and Embedding, in Word to add interactivity with the other Microsoft Office products that will add a dynamic element to your Word document. *Prerequisite: Introduction to Word 2000 or equivalent proficiency.*  
**March 26, 8:30 a.m. - Noon**