

## Instructional Support Services for Students, Faculty, and Staff

- \* Adobe Spark
- \* Blackboard
- \* ePortfolio
- \* File Management (OneDrive & Google Docs)
- \* Infographics
- \* LinkedIn
- \* MS Access
- \* MS Excel
- \* MS Outlook
- \* MS PowerPoint
- \* MS Teams
- \* MS Word
- \* Virtual Desktop Infrastructure (VDI)
- \* Windows 10
- \* ZOOM

## Book An Appointment HERE!

<https://www.montgomerycollege.edu/digital-learning-center>

- \* Book an individual appointment with Digital Learning Center staff by using Microsoft Bookings.
- \* To book an appointment, select the appointment topic, date, available staff, and time.
- \* After booking an appointment, a confirmation email from the Digital Learning Center will be automatically sent to your email.
- \* The staff will send you an email with a meeting link prior to joining the booked appointment.

## Scan The QR Code HERE!



## Upcoming Online Presentations and Workshops!

- \* Blackboard Learn
- \* ePortfolio (Basics & Advanced)
- \* File Management
- \* LinkedIn Profile
- \* MS Excel Charting (Basics & Intermediate)
- \* MS PowerPoint (Basics & Intermediate)
- \* Navigation Operating Systems: Windows10-Mac-Chrome
- \* Software Used for Infographics
- \* Personal Cybersecurity
- \* Presentation Creation Using Adobe Spark
- \* Your New Computer
- \* ZOOM Basics

## ONLINE Presentation and Workshop Registration HERE!

<https://www.montgomerycollege.edu/digital-learning-center>

All presentations and workshops are conducted online via Zoom and other learning management tools.

All presentations and workshop access will require a meeting link sent to you after you register for a workshop.

- \* Presentation and workshop registration employs Microsoft Bookings.
- \* To register, select a presentation or a workshop topic, date, and time.
- \* After registering for a presentation or workshop, a confirmation email from the Digital Learning Center will be automatically sent to your email with a meeting link.
- \* Presentation or workshop registration must occur an hour prior to obtain a meeting link.

## Scan The QR Code HERE!



## Digital Learning Center

Welcome! The Digital Learning Center (DLC) is open to faculty, staff, and all currently enrolled Montgomery College students. We operate on the Rockville campus and on the Takoma Park/Silver Spring campus.

The DLC offers user support with a variety of common student use applications and provides online presentations in a variety of topics. User assistance and presentations are delivered using Zoom software and other learning management tools.

## SUMMER 2022

### Rockville Campus

Computer Science (CS) Building | Room 025  
240-567-5187

Humanities (HU) Building | Room 312  
240-567-5156

Monday – Friday | 9 a.m. – 5 p.m.  
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### Takoma Park/Silver Spring Campus Charlene R. Nunley Student Services Center (ST)

Building | Room 304/304A  
240-567-1657 | 240-567-1658

Monday – Friday | 9 a.m. – 5 p.m.

- \* **Students, Faculty, and Staff:** Have a quick usage question or need a quick assistance with user support
  - Call the telephone number above on each campus
  - Email [DLCENTER@montgomerycollege.edu](mailto:DLCENTER@montgomerycollege.edu)

- \* **Faculty:** Please contact [Ed Cunningham | Learning Center Manager](#)
  - Faculty who would like the DLC to provide assistance to their students with common use software tools are encouraged to reach out to us.
  - Faculty who would like to request an online presentation for your class.

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### Visit Our Website

<https://www.montgomerycollege.edu/digital-learning-center>

# Montgomery College ~ Digital Learning Center

## MS Access



- Creating/working with tables, forms, queries, and reports
- Setting up data tables, table data fields, and table key fields
- Setting up/editing table relationships
- Creating/editing reports and establishing report data sources and report layouts
- Adding/editing report elements and printing reports
- Importing/exporting data
- Creating/editing simple macros

## MS Excel



- Creating/working with worksheets
- Adding/deleting/copying/moving worksheets
- Formatting/editing worksheet elements and styles
- Setting up page and worksheet layouts
- Creating/editing charts
- Using basic formulas and functions
- Working with data tables and sorting/querying/filtering data
- Importing/exporting data
- Creating/editing simple macros

## MS Outlook



- Accessing Outlook mail in MS Office 2019 and 365 on a computer
- Using Outlook mail on mobile devices
- Managing calendars and scheduling meetings in MS Office 2019 (Zoom and Teams)

## MS PowerPoint



- Creating/copying/sorting/deleting slides
- Designing slides from templates
- Inserting/editing text, tables, images, illustrations, links, symbols, and media
- Applying design themes, transitions, animations, and slide show
- Working with slide views and windows
- Selecting/applying slide layouts
- Using PowerPoint to create infographics/infoposters

## MS Teams



- Accessing/creating a team and its channels
- Viewing/communicating with team members
- Scheduling meetings and calls with one/many team members
- Sharing desktop, windows, and files content
- Accessing/posting files, links, and content for team members in shared cloud storage using Teams

## MS Word



- Creating/editing page and paragraph styles and themes
- Setting up/editing page and paragraph layouts
- Inserting/editing pages, tables, illustrations, media, links, header and footer, text, and symbols
- Setting up/editing tables of contents, footnotes, citations and bibliography
- Setting up/editing document reviews (proofing, language, and tracking changes)
- Working with document views and windows

## Blackboard



- Navigating and accessing Blackboard courses page
- Accessing and using the course menu such as syllabus, course content, announcements, discussions, and course mail
- Accessing and viewing Blackboard course tools and MC resources
- Accessing and joining Blackboard Collaborate Ultra using features such as content sharing, profile setting modifications, and breakout groups

## ePortfolio



- Accessing and creating a WordPress account
- Selecting and applying design themes for your ePortfolio
- Accessing and importing the Montgomery College WordPress template
- Saving files using various formats
- Adding files, images, and videos
- Managing and modifying profile settings such as dashboard, security, privacy, and notifications

## Infographics

- Creating a free account on Piktochart, Canva, Vennage
- Selecting/formatting templates and screen layouts
- Designing/customizing graphic element libraries such as shapes, photos, drawings, icons, maps, charts, borders
- Using/editing text tools and moving/deleting/resizing elements
- Downloading/saving into PowerPoint
- Setting up/creating initial layout infographic/infoposter

## LinkedIn



- Accessing and creating a LinkedIn profile
- Adding/editing your profile such as introduction, experience, profile photo, and summary
- Adding/editing your education, licenses, certifications, and skills

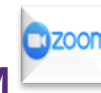
## Virtual Desktop Infrastructure (VDI)

- Downloading and setting up VDI web client used for connecting personal computer to College VDI network
- Saving files to personal cloud storage and USB devices
- Printing files to personal printers

## Windows 10 Navigation

- Accessing Windows applications and features, devices, system, and personalization
- Accessing and viewing folders and contents layout such icons, details, or list
- Accessing and modifying devices such as blue tooth and other devices, printers, mouse, or keyboard
- Changing mouse cursor and accessibility settings
- Changing Windows display settings such as background, color, themes, fonts, or language

## ZOOM



- Accessing and joining Zoom meetings using laptop or mobile devices
- Viewing and communicating with other Zoom participants
- Modifying Zoom controls such as lock meeting, waiting room, sharing your screen, breakout rooms, polls
- Sending and receiving files and links using Zoom
- Modifying basic Zoom settings such as backgrounds, names, camera, and sound controls