

Training Sessions

MISSISSIPPI STATE
UNIVERSITY®
EXTENSION SERVICE

OFFERED BY THE
**Extension Center for
Technology Outreach**

Faculty members in the MSU Extension Center for Technology Outreach offer a variety of training sessions. These programs can be presentation style and/or hands-on workshops. Training is customizable, based on your needs and skill level. If you are interested in a particular training topic, please email techtraining@ext.msstate.edu or call 662-325-3226.

These trainings are not ongoing. If you want to schedule a training, please contact your local Extension office. Trainings will be offered if at least five people sign up.

■ Computer and Internet Basics



This session is designed to introduce computer and Internet use to audiences with very limited knowledge of these technologies. In this session, you will learn to establish an email account and learn about email etiquette. You also will learn about hardware, software, operating systems, Internet terminology, and Internet browsers.

■ Internet Security



After this session, you will know how to protect yourself from identity theft by browsing the Internet safely. You will observe how to identify potentially harmful websites and email scams; become familiar with terms such as viruses, phishing, malware, etc.; and understand cookies and browsing history.

■ Internet Resources



This session provides tips to help you make the most of the Internet. Find out how to properly use search engines, investigate your genealogy, look for and apply for jobs online, and tap into multiple federal and state databases.

■ Social Media Basics



Learn to set up Facebook, Twitter, Pinterest, and Instagram accounts, and learn the interface and basic privacy and security settings of these services. Become proficient in the latest Facebook features, including how to control content that others post on your page. Find out how to make your Twitter and Instagram accounts private

■ Social Media for Businesses and Organizations



Master the art of setting up Facebook and LinkedIn pages. Learn about Facebook insights and how to use that data for your business or organization. Gain an understanding of creating and managing ads on Facebook, managing admin roles on Facebook, promoting posts on Twitter, and identifying the most-pinned images from your business website on Pinterest.

■ e-Readers



If you are excited about your new e-Reader, this session will teach you how to download and side-load e-books to your device, how to manage and convert your e-books, and where to obtain free (no copyright) e-books. Kindle owners will find out how to send e-books and documents wirelessly from computers to their readers.

■ Cyber-bullying



What is cyber-bullying? Understand what shape it can take, the severity of it, and its consequences. This training session is for children as well as parents.

EXTENDING KNOWLEDGE
CHANGING LIVES

■ Microsoft Office Applications



Gain more knowledge of Excel, PowerPoint, Word, and Publisher. Animate your PowerPoint slides, use basic and advanced Excel formulas, create tables and bibliographies in Word, and design flyers and brochures in Publisher. These sessions are offered at beginning, intermediate, and advanced levels.

■ Cloud Applications



Do you have multiple devices and want a centralized file location that can be accessed anywhere from any device? Increase your productivity by getting familiar with Evernote, Dropbox, Google Drive, and SkyDrive. Learn how to create and share documents with friends, family, and coworkers. Find out how to create animated online presentations using Prezi.

■ Getting the Most from Your iPad



Get the hang of basic settings, multitasking gestures, the most popular iPad apps, and using iTunes and the app store.

■ Image Digitizing



Do you have an old scrapbook you want to digitize? Are you unsure how to get the most from your digital camera? Do you want to edit a picture for a postcard or flyer? Become proficient at using your digital cameras, editing images, and digitizing hard copies of pictures and documents.

■ e-Commerce



Learn how to promote your business or product online to drive sales or reach new customers using a web site, social media, and Internet auction/listing sites. Discover the importance of building an online presence to develop your brand, monitor your customer base, and find new markets. Learn how to list your business on location-based services such as Google Maps and Yelp. Understand what search engine optimization (SEO) is and how to improve your chances of showing up in Internet searches.

■ Website Basics



In this course, you will learn how websites work and become familiar with website building terminology. This session will cover online website building sites, and you should walk out with your own website!

VISIT US ON THE WEB

techoutreach.msucare.com • facebook.com/msuescto • twitter.com/msuescto • pinterest.com/msuescto

CONNECT WITH US @msuescto



MISSISSIPPI STATE
UNIVERSITY®
EXTENSION SERVICE