

# ARTA Information and Training Sessions



## ARTA Word and Webmail Training Sessions

**Date:** Word 2010 –November 15, 2010

Word 2010 –November 18, 2010 (repeat of Nov. 15 course)

Web Mail –November 19, 2010

**Place:** Barnett House, Edmonton, Alberta ...check the bulletin board on the right as you enter the building for the room number...Alberta Retired Teachers are on the 5th floor (*The ARTA Office will move back to the 4<sup>th</sup> floor soon*).

**Time:** All IT days will follow the same format.

8:45 – 9:00 –set up your laptop, do any necessary Window updates or antivirus updates (*The Communication Technology Committee will be there to help you do updates if you need help.*)

9:00 – 12:00 –presentation by Kevin Moffitt

12:00 – 1:00 –catered lunch

1:00 – 4:00 –small group help or one on one. Kevin and the Communications and Technology Committee will help you with Word or Webmail.

**Presenter:** Kevin Moffitt –Technology Training Officer for the University of Alberta

### **Who can come?**

All board members, committee members, members of the ARTA trust, members designated from their branch

### **Note:**

- Please **plug in your laptops the night before** to fully charge the batteries as you will be running on battery power. *Committee members etc. who have not yet received their laptops may want to bring a mouse pad, as so far we do not have donated mouse pads for the committee members.*
- Register (*if you have not previously registered with Jean*) with the ARTA Office so we can get catering numbers.
- When we met with Kevin at the University, everyone at the meeting learned two or three new ideas. We highly recommend that you take the course regardless of your level of proficiency.

**The Communications and Technology Committee  
and the ARTA Office**

#409, Barnett House 11010 - 142 Street,  
Edmonton, AB T5N 2R1

Phone: (780) 447-9474 Toll Free in Alberta 1-800-232-7208 ext. 474

