

Office 2007

As many of you know, we started teaching Office 2007 in the classroom last fall. Since then many faculty and staff have already migrated to this new version of software. This has created a compatibility problem in that Office 2007 documents, unless saved in an older Office format, will not run on older versions of the software (older versions of Office will run on Office 2007).

To try and address this problem, last March and April the Faculty Resource Center ran several Office 2007 training courses as part of a larger plan to migrate the rest of the college to Office 2007. Due to scheduling challenges, the spring software migration implementation did not complete. Now that staff demands have lessened, we want to pick this effort up and move it forward.

Accordingly, a plan has been established to help move offices to the newer version of Office. The plan is as follows:

Week of:

7/7 Library, CAB, AHT, EOPS, HR, Reprographics

7/14 CAB

7/21 Merrill, CAB, Career Center

7/28 Transfer Center, CAB, DSPS

8/4 PA, Tech, Western Stage, Maintenance

8/11 Alisal Center

8/15 Natividad

- King City will be done when purchased computers are installed this summer.

To support this implementation, the following Office 2007 training will be available in the Faculty Resource Center Training Room (L116) as follows:

7/1 Tuesday 9 am and 7/2 Wednesday 2pm

7/10 Thursday 10 am and 7/11 Friday 3 pm

8/5 Tuesday 11 am and 8/6 Wednesday 4 pm

8/14 Thursday 2pm and 8/15 Friday 9 am

8/19 Tuesday 3 pm and 8/20 Wednesday 10 am

8/28 Thursday 4pm and 8/29 Friday 11 am

This is a tentative schedule. We will work with departments/areas to meet their needs. To confirm or change your time please contact Joanne Pleak at jpleak@hartnell.edu or at extension 6870.

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