Office Technology Conference

Session Descriptions

Descriptions of each session being offered at the 2006 Office Technology Conference.

Session 1 (9:30-10:20am)

Microsoft Vista - First Look

Microsoft will be introducing a new operating system called Windows Vista at the end of this year. This session will give you an overview of the new Desktop OS, providing an overview of some of its key features, showing the new Internet Explorer, and discussing some of the other improvements to both the look and reliability of the Operating System. You'll get a chance to see Vista in action with the latest beta version available to the University. Everything discussed is subject to change before the product is finally shipped, but the preview versions are usually very representative of the final product. Information from Microsoft is available at [http://www.microsoft.com/vista](http://www.microsoft.com/vista).

E-mail Spam: What it is and how to avoid it - Spam and Spam Filters - Michele Irvine

A beginner's guide to spam and how to mitigate its arrival in your mailbox on your Central Mail Service Account using the spam tagging/spam filtering system.

Weaving a Web that Works: Tips for Developing and Maintaining a U.Va. Web Site - Diane Bishop

Responsible for developing or maintaining a departmental Web site at U.Va.? We will discuss the basic process of developing a Web site, the importance of good information architecture, conformity to the U.Va. brand, available Web support services, and some of the latest Web technologies. Intended to be a practical and "non-technical" discussion; no HTML knowledge is required.

Mac Intro to OS X 10.4 - Jeff Wimer

This Mac presentation will be a basic overview of Mac OS X 10.4. We will cover the applications and utilities that come with OS X and how they can be used at U.Va.

Session 2 (10:30-11:20am)

The Future of E-mail at the University - Robin Ruggaber & Jayne Ashworth

E-mail is a major communication channel used by everyone at the University. The way you access e-mail and the features of your email account are constantly evolving. Please join us (ITC's Postmaster Coordinator, Jayne Ashworth and the manager of Network Systems, Robin Ruggaber) to discuss what's new and where we are headed with this popular form of communication.

Sensitive and Legally Protected Data - Marty Peterman

Do you have data on students? Does your computer contain personal health information? Does your department process credit card numbers? How would you feel if the information on your computer were published in the newspaper? Learn how to identify, handle, and secure sensitive and legally protected information.

Ready, Set, COLLABORATE! - Trisha Gordon

What do a benefits committee, an employee council, and an organization-wide network of administrative assistants have in common? They all need ways to share information along with a common set of tools to

[http://www.itc.virginia.edu/training/otc/sessiondecriptions.html](http://www.itc.virginia.edu/training/otc/sessiondecriptions.html)
facilitate their collaborative work. MyUVa Collaborations is a new collaboration environment being developed in the MyUVa Portal that will offer shared space and tools for collaborative work to cross-departmental and cross-institutional working groups. In this session, Trisha will demonstrate and discuss the MyUVa Collaborations tools that will be made available to members of the University community in fall 2006.

Introduction to Podcasting - Scott Crittenden
Podcasting and vodcasting are very hot right now, partly because the barriers to entry are pretty low. All you need is a recorder and a website, and you're ready to roll ... right? Not so fast. Creating a podcast is easy - but creating a podcast people will actually listen to is another matter. We'll talk realistically about what you need - and how much time it takes - to create a podcast with good sound and quality content.

Session 3 (11:30-12:20pm)
Conquer Your Files - Walter Underwood
Do you have files on your computer, in your Home Directory, on your USB Key, synced to your iPod, burned to CD's and stored on your phone? Wish you had a better way to manage them? Learn to conquer your files. Know where your files are. Confidently back them up. Share them easily. Spend more time improving the content of your files, and less time managing them!

Protecting Yourself From Spam - Henry Pritchard
More about Spam - a more advanced presentation on spam avoidance focusing on server side rules and greylisting and ways to try to keep your email address away from spammers.

DreamWeaver/FireWorks 8 - What's New - Bobbi Collyer
An opportunity for users of previous versions of the software to take a look at the new features of Dreamweaver and Fireworks 8.

Text Messaging, IM, and Other Communication - Nathan Piazza
For college students, instant messaging, mobile 'texting', and digital file-sharing are a taken-for-granted piece of digital life. At home, AOL Instant Messenger, Windows Messenger, Yahoo Messenger, or a unified messaging application like Gaim or Trillian are always running anytime they are at a PC. On the go, 'texting' substitutes for voice communication when a less-intrusive to-the-point message is on the cellphone user's mind. Finally, digital file-sharing has become more hazardous in some ways and easier in others, as peer-to-peer systems have been supplemented, if not supplanted, by bittorrent download clients as the method of choice. What do students find so appealing about these applications? How do they use them? What are the drawbacks? How can we understand and support these users more effectively? Find out.

Session 4 (1:30-2:20pm)
Excel Links and Formulas
Do you work with spreadsheets a lot? Would you like to work faster? Would you like to understand your spreadsheets a little better? Would you like your spreadsheets to look prettier and work better? Join Tom as he shows you linking, sorting, filtering, and all sorts of Excel tips and tricks designed to make your work much easier.

Protecting Yourself From Spam - Karen McDowell
We are an increasingly sophisticated group of computer users. By now most know to do their updates and backups and avoid suspicious emails. Time to sit back and relax, no? Absolutely not...attacks are more subtle and insidious than ever. Let's review what the bad guys are now doing to our networks and computers.

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Facebook/MySpace - What's the Hype - Marty Peterman & Jayne Ashworth
If you have been listening to the national news, you know that Facebook and Myspace exist and can be used for less than honorable (sometimes illegal) purposes. Do they have other purposes? Why are they important to U.Va.? Do I want a Facebook account? Join us to learn more about these "Social Network Communities".

Session 5 (2:30-3:20pm)

Creating Effective Databases with Access 2003 - Dubie Dubendorfer
Relational Database Management Systems (RDBMS) are the most powerful concept in data management today. Large enterprise databases like Oracle, SQL Server, and MySQL, and even Microsoft Access all use this powerful technology. Join Dubie as he guides you through the theories and practice of creating a truly relational database in Access 2003. He will guide you through table creation, normalization, relationships, and how these techniques can help you make more effective data forms and reports.

(repeat) The Future of E-mail at the University - Robin Ruggaber & Jayne Ashworth
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Microsoft Office—2007 release
You may have heard the news: Microsoft is releasing a new version of Office in 2007. There is a new look to all of your favorite products. Microsoft is giving you the chance to be one of the first at the University (and in Charlottesville) to experience the new look and feel of office 2007. Come join the account team from Microsoft as they show you all the new features you can look forward to seeing in the very near future.

Podcasting - Making the Podcast -
Everyone uses their Ipod to listen to music and news. How easy is it to make a podcast for others to hear? Join the professionals from Apple as they demo for you making a podcast from start to finish. This session will cover the steps needed to create a successful podcast.

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