

# ICC Microsoft 2010 Training and Resources for ICC Employees



*Microsoft 2010 resources, tips, reference guides and training opportunities.*

## Assistance Using Microsoft Office 2010

The Teaching & Learning Center located in 240A offers drop-in, phone, email and one-on-one training for Microsoft programs.

## Microsoft 2010 Workshops

Check the Teaching & Learning Center calendar for upcoming events on Microsoft 2010 at [www.icc.edu/innovation/calendar/](http://www.icc.edu/innovation/calendar/)

## Microsoft Home Purchase Agreements

Eligible ICC employees may purchase, at a significant discount, Microsoft Office 2010 for home use. Email [tlc@icc.edu](mailto:tlc@icc.edu) from your ICC email address for purchasing information and instructions.

## Quick Reference Guides for Microsoft 2010

Free high-quality quick reference guides are available. These guides can be printed and shared free of charge. Creation of a free user account is required for some guides: <http://www.customguide.com/computer-training/quick-references>

## Microsoft E-Learning

Eligible ICC employees have the opportunity to access E-Learning courses as part of ICC's agreement with Microsoft. To review the courses available, visit <http://business.microsoftlearning.com/> To receive instructions on accessing ICC's Microsoft E-Learning account, email [tlc@icc.edu](mailto:tlc@icc.edu) from your ICC email address for access instructions. Please note these E-Learning courses are limited to ICC employees only.

## Professional Development Institute Workshops

You may be eligible to register for a workshop at the ICC Professional Development Institute (PDI). PDI offers half-day and day-long computer workshops on Microsoft programs. See PDI's full schedule at [www.icc.edu/pdi](http://www.icc.edu/pdi). Work with your supervisor and contact Janice Kinsinger at [jkinsinger@icc.edu](mailto:jkinsinger@icc.edu) to register.

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