



# IT Matters

Elizabethtown College Information & Technology Services Newsletter - July 18, 2014

## Office 2013 Upgrades



Over the summer, ITS will be migrating the campus to Microsoft Office 2013. All new computers, computer labs, and podiums will be upgraded over the summer.

- [View information about upgrading your office computer to Office 2013 »](#)
- [View online Microsoft video tutorials »](#)
- [Experience Office 2013 at an ITS workshop \(throughout July & August\) »](#)

## Computer Lab & Podium Upgrades



If you use any software (other than the standard Microsoft Windows or Office) on a podium computer or in a computer lab, please review this document to ensure the software you use is listed for the classrooms you will be teaching in. If you need software in a lab that is not listed, please submit a request to [helpdesk@etown.edu](mailto:helpdesk@etown.edu) Any changes must be received by July 25th.

[View the List »](#)

## Spotlight: The new *IT Matters* Newsletter

The Elizabethtown College ITS department is excited to release their new newsletter, *IT Matters*. Each month you'll be able to read timely columns about what's new in ITS, important information about upgrades and classroom technologies, tech tips, upcoming workshops and training sessions, and more.

This spotlight article will feature one of the many talented staff members or student workers of ITS, but this month it's focused on the newsletter itself. *IT Matters* is to be a periodic publication containing important information and updates. *IT Matters* will be the new go-to for ITS information.

If you'd prefer to get your information in smaller portions, or gradually rather than all at once, you can! Follow us on [Twitter](#), [Facebook](#), or on our [Blog](#).

## July Technology Workshops



Sometimes technology and updates can sneak up on us and before you know it, everything you knew is outdated. Don't let that happen to you! Technology can change faster than the blink of an eye and the ITS classes and workshops are here to keep you in-the-know. Find out about upcoming classes and workshops by clicking below.

[Office 2013 Getting Started \(Tuesday afternoons or Thursday mornings\) »](#)

[Blackboard Introduction for New Faculty \(8/4, 8/11, or 8/14\) »](#)

[Sign up for Workshops »](#)

---

## Monthly Tech Tips from the ITS Blog



[Excel: Use filters to see what you want - and hide what you don't »](#)

[Excel: Automatically create subtotals for lists of numbers »](#)

[Faculty: Encourage Metacognition with "Exam Wrappers" »](#)

[See all the Tech Tips »](#)

---

### Connect With Us:

[Facebook](#)

[Twitter](#)

[ITS Blog](#)

### Contact Us:

Phone: 717-361-3333

Email: [helpdesk@etown.edu](mailto:helpdesk@etown.edu)

Walk-in: Nicarry 108

Online Tickets: [helpdesk.etown.edu](http://helpdesk.etown.edu)

Website: [www.etown.edu/its](http://www.etown.edu/its)

---

**Knowledgebase**: Helpsheets and videos for 24/7 tech support  
**Atomic Learning**: On-demand video tutorials on common technology topics