

Academic Projects Center

Tier 1 Services / Resources	
1.	Application for Word Excel and PowerPoint
a.	Document Setup (margins, layout, headers and footers)
b.	Formatting (font, font size, font color, spacing, alignment, page numbering)
c.	Formatting tables/cells (borders, shading, function)
d.	Presenting data in graph or chart format
e.	Inserting a hyperlink
2.	Quick Reference Guides
a.	Word
b.	Excel
c.	PowerPoint
d.	EMU Online
e.	Office 2003 and Office 2007
3.	Application Manuals
a.	Word
b.	Excel
c.	PowerPoint
d.	EMU Online
4.	Job Aids
a.	Formatting a poster for a poster session (PowerPoint and/or Publisher); poster printing is done in room G01, Ground Level, Halle Library
b.	Uploading files to people.emich.edu
c.	Saving a Word document as a .pdf
5.	Flip video Cameras, audio recorders, and wireless projectors are available

Tier 2 Services	Tier 2 Contacts
1. Increasing the Effectiveness of Your PowerPoint Presentation	Diane Lawrence Email: dlawrence3@emich.edu Ext: 7-3995
2. Multimedia Services	Diane Lawrence Email: dlawrence3@emich.edu Ext: 7-3995
3. Creating a Web Page	Arnold Barr Email: abarr@emich.edu Ext. 7-2630
4. e-Training Resources/Books 24 x 7	Diane Lawrence Email: dlawrence3@emich.edu Ext: 7-3995
5. my.emich.edu	Sue Procter Email: sprocter@emich.edu Ext: 7-4217 Kathy Robertson Email: krobertso1@emich.edu Ext: 7-2666