

Academic Projects Center

| Tier 1 Services/Resources | |
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| 1. | Application support 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. Access |
| | e. Office 2007 |
| 3. | Application Manuals |
| | a. Word |
| | b. Excel |
| | c. PowerPoint |
| | d. Access |
| 4. | Job Aids |
| | a. Formatting and printing a poster for a poster session (PowerPoint and/or Publisher) |
| | b. Uploading files to people.emich.edu |
| | c. Saving a Word Document as a .pdf |

| Tier 2 Services | Tier 2 Contacts |
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| 1. Increasing the Effectiveness of your PowerPoint Presentation | Diane Lawrence E-mail: dlawrence3@emich.edu Ext: 7-3995 |
| 2. Multimedia Services | Diane Lawrence E-mail: dlawrence3@emich.edu Ext: 7-3995 |
| 3. Creating a Web Page | John Bruenger E-mail: jbruenger@emich.edu Ext.: 7-4575 |
| 4. e-Training Resources/Books 24 x 7 | Diane Lawrence E-mail: dlawrence3@emich.edu Ext: 7-3995 |
| 5. WebCT | John Bruenger E-mail: jbruenger@emich.edu Ext.: 7-4575 Diane Lawrence E-mail: dlawrence3@emich.edu Ext: 7-3995 |
| 6. my.emich | Sue Procter E-mail: sprocter@emich.edu Ext: 7-4217 Kathy Robertson E-mail krobertso1@emich.edu Ext: 7-2666 |