

Liberal Studies Gateway Experience

Technology FAQ

So you want to know more about how to use technology. Here are some tips and links that might help you in various areas of technology that you'll need in Gateway and the other courses in the Liberal Studies Teacher Preparation Options.

### **Computers? What are they?**

Some basic computer terms/jargon:

<http://office.microsoft.com/en-us/assistance/HA010429491033.aspx>

### **And this internet thing? I've never heard of it!**

Surfing the web (basic Explorer stuff):

<http://www.actden.com/IE5/>

### **OK, what about CSUN? How do I get online here?**

CSUN E-mail:

<http://www.csun.edu/itr/email/>

Internet access at CSUN mini-guide:

<http://www.csun.edu/itr/guides/access.html>

How to set up laptops for wireless on campus:

<http://www.csun.edu/wireless/>

Where can I use a computer???

Humanities computer labs:

<http://www.csun.edu/~hmnsys/cgi-bin/labs/>

### **And what about SOLAR?**

SOLAR/Portal FAQ:

<https://www.csun.edu/portal/faq/>

### **Ok, so I need help with Office (Word, PowerPoint, Excel, Outlook). Any tips?**

Ten key Office features:

<http://office.microsoft.com/en-us/assistance/HA012226371033.aspx>

### **I'd like help with... Word processing**

This is a tutorial on Microsoft Word:

<http://getit.rutgers.edu/tutorials/word/>

This tutorial emphasizes how to format a research paper in a word processing document:

<http://www.english.uga.edu/engcomp/orientation/update/msword/>

Some Word basics:

<http://office.microsoft.com/training/training.aspx?AssetID=RC100140951033>

How to get Word to stop thinking for you:

<http://office.microsoft.com/en-us/assistance/HA012308991033.aspx>

Editing tips in Word:

<http://office.microsoft.com/en-us/assistance/HA010701221033.aspx>

CSUN's guide to Word:

<http://www.csun.edu/itr/guides/word/2002/index.html>

### **Help, PowerPoint confuses me!**

A PowerPoint overview:

<http://www.actden.com/pp/index.htm>

PPT basics:

<http://office.microsoft.com/training/training.aspx?AssetID=RC011298761033>

PowerPoint tips:

<http://office.microsoft.com/en-us/assistance/HA101077201033.aspx>

### **E-mail/Outlook help!**

Attaching files in e-mail/Outlook:

<http://office.microsoft.com/training/training.aspx?AssetID=RC012057721033>

The difference between Outlook and Outlook express:

<http://office.microsoft.com/en-us/assistance/HA010565781033.aspx>

### **Did somebody say spreadsheets?**

Excel basics:

<http://office.microsoft.com/training/training.aspx?AssetID=RC012005461033>

Happy technology!