



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 13, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 09-63

Distributed via Campus Email

To: All Employees

From: Mary Lee Hodge
Vice President of Business Affairs

RE: Microsoft Office 2007 Deployment and Training Schedule

The Office of Human Resources, in partnership with Information Technology Services (ITS) and Center for Teaching Excellence, is now in the process of deploying Microsoft 2007 campus-wide. Office 2007 features a redesigned easy-to-use interface, powerful new features and new file formats among other changes. This application can help us work faster, stay organized and aid in managing our time more efficiently.

A Hands-on Introduction Departmental Training will be provided by Human Resources and additional advanced hands-on training will be provided by the Center for Teaching Excellence. Web based tutorials will also be available for your convenience. Please be advised that training will be mandatory. Once the Introduction Training is completed by University department, the Office 2007 application will be installed on the employee's computer.

What will happen during a department upgrade?

For each department, the Office of Human Resources and ITS will follow the roll out plan below:

The month prior to the upgrade week:

The Office of Human Resources will meet with individual department contacts and leaders to ensure training is scheduled, application deployment instructions are addressed and questions are answered. At this time, a Power User will be designated for each department and provided with training and in-depth Office 2007 manuals for departmental use. Also, an event coordinator from each department will be named.

The designated Power User will be responsible for:

- Providing departmental support for Office 2007 users and referring staff to additional training options.

The event coordinator will serve as a contact for the HR Trainer and will be responsible for:

- Advertising the current Roll-Out session to department faculty and staff using an outline that we provide.
- Sending a list of trainees to laharris-niang@pvamu.edu at least three days before the session.
- Confirming the place, dates and times with the trainees and ensuring that they know how to find the Training Room in Harrington Science, Room 101.

Training Day: Converting to Office 2007 Training – “Getting Started”

Microsoft Office 2007 presentations will be provided in an informative style providing a comprehensible overview of the application. A handbook will be distributed that includes information references for further online training, tips and tricks, as well as on-line training links.

Duration and Content:

A two hour, hands-on course will be offered from 10:00a.m to 12:00p.m and from 1:00p.m to 3:00p.m. per training day. Please be advised that this is a closed training only for designated departments. This course is a general introduction to the new user interface and to some features which are common to Word, Excel and PowerPoint. It will help you find your way around Office 2007 and help you to recognize and minimize possible compatibility problems when files are transferred to others.

Training sessions will take place in the Harrington Science Building (HSB) training room unless there is a compelling reason for it to take place elsewhere. There is a limit of **20** trainees per training session.

- **Once the training is complete:** An Internet web-link will be provided that supports a fully functional, temporary version of Microsoft Office 2007 through your web browser. This will serve as a reference and post training aid in preparation for the Microsoft Office 2007 deployment on your computer.
- **Two weeks following the training:** Computers will be upgraded automatically to Office 2007 over our computer network. This will completely replace Office 2003 with the new Office 2007 application.
- **The day following the installation:** ITS staff will visit the department to answer any technical questions and address any issues that may have occurred during the upgrade.

******Note: All Microsoft Office 2003 Documents will remain on your computer and are compatible with Office 2007. The upgrade does not impact existing documents.**

For questions regarding this Microsoft Office 2007 deployment plan, please contact:

- Office 2007 Training - LaDonna Harris-Niang, Training Specialist, The Office of Human Resources at extension 1724 or via an email to laharris-niang@pvamu.edu
- Additional On-Going Office 2007 Training – Timothy Cole, Media Specialist, Center for Teaching Excellence at extension 3546 or via an email to tfc@pvamu.edu
- Mr. Albert Gee, Assistant Vice President of Human Resources, The Office of Human Resources at extension 1720 or via an email to argee@pvamu.edu
- Ms. Radhika Ayyar, Director of Employee Services, The Office of Human Resources at extension 1721 or via an email to raayyar@pvamu.edu

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