



CUESTA  
COLLEGE

## Online Training

There are numerous online training opportunities for Cuesta College faculty and staff, including:

- Discover how to navigate the **Banner** suite
- Learn any of the **MS-Office** applications
- Become a better distance educator using **Moodle 2**
- Master **myCuesta** and it's numerous tools

Select from any one of the links below.

NOTE: Recommended screen resolution should be 1024 x768.

[\*Click here to learn how to change your screen resolution.\*](#)

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### Banner Online Training

- [Banner General Navigation Online Training](#)
- [Advanced Searching in Banner](#)
- [Argos Overview \(high resolution, 1024 x 768\)](#)
- [Argos Overview \(low resolution, 800 x 600\)](#)
- [Accessing Class Rosters \(for faculty\) \(new\)](#)

### Microsoft Office 2007

- [Excel 2007 - Getting Started](#)
- [Outlook 2007 - Getting Started](#)
- [PowerPoint 2007 - Getting Started](#)
- [Ribbon Hero 2 instructional "game"](#)
- [Word 2007 - Getting Started](#)
- [Word 2003-to-2007 command reference guide](#)
- [Additional MS-Office 2007 Online Training and Demos](#)

### Miscellaneous

- [Create PDF](#)
- [Scan Images w/Acrobat Pro](#)
- [Scan Text w/Acrobat Pro \(simple\)](#)
- [Scan Text w/Acrobat Pro \(detailed\)](#)

## **Moodle 2 Training**

- [HTML Editor](#)
- [Importing Questions](#)
- [Introduction to a New Course Shell](#)
- [Using Topic Summaries and Labels](#)
- [Working with Tables](#)
- [Moodle 2.0 Documentation](#)

## **myCuesta Online Training**

- [Basics - Accessing, Navigating, Help & Security](#)
- [General Info - Announcements, Channels, Bookmarks, Single Sign-on](#)
- [Adding a channel to myCuesta](#)
- [Groups - Joining, Group Tools](#)
- [E-mail - \*\(for Cuesta Students only\)\*](#)
- [My Courses \(a.k.a. Course Studio\) - \*\(for Faculty only\)\*](#)
- [Posting Grades](#)
- [Content Administration - \*\(for channel Creators only\)\*](#)

To request materials not listed here, please contact [Computer Services](#).