



25-MINUTE TECH SHOT

[Room: L2.72.09NB](#)

How to install/setup Tails OS (Richard Y.)

Date: Thu, Feb 28th, 2019
Time: 11:00AM – 11:25AM

Automating Tasks with Macros in Excel (Vonetta)

Date Fri, Mar 8th, 2019
Time: 1:30PM – 1:55PM

How to use basic Photoshop (Richard Y.)

Date: Thu, Mar 14th, 2019
Time: 11:00AM – 11:25AM

Editing a picture using Word (Michele)

Date Fri, Mar 15th, 2019
Time: 12:00PM – 12:25PM

Use the Internet anonymously
Leave no trace on the computer
Use state-of-the-art
cryptographic tools

Explanation of a Macro
Record Macros
Assign Macros Shortcut Key
Run Macros
Add Macro/s to the Ribbon
Insert Macro Button into a
Worksheet
Add macros to the Quick
Access Toolbar
Rename macro to a symbol

Use the toolbars
set up layers
Resize/edit, Crop/straighten
images
Set the resolution
Expand the canvas

Change the format, saturation,
color, and tone

CLSS

For more information, and to sign
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