The College of Language and Area Studies posted several videos that provide a snapshot of the courses offered locally and throughout the IC.

To view the videos go to: https://govtilr.mygovlearn.com/
Click on Area Studies – then choose videos!

Windows 10 tip
Press the **Win + G** key combination keys on your keyboard and you get an Instant magnifier!

Eyes on you!
Go B or W to Get the Focus on You
When you're presenting, the slides are meant to help you, the speaker—not become a distraction. If you need to make sure the audience is paying attention to you, hit the B key to send the screen to a complete black out, or the W key to go to a white out. Then hit any key or click with the mouse to get back to the slides. It's a good technique to get all eyes on you!

Great for the EXPO!
Output to Video
An option for a kiosk-like presentation that just plays and plays, is to output the entire slide deck to a video format. It'll use the transition times you've preset, the audio you've recorded to play with each slide, even the animations you've set in each slide. (Videos, too, if they're from your hard drive—it doesn't output an embedded video from YouTube or the like.) The resulting WMA or MP4 file works like a charm in a player like VLC Player, which can itself be set to full screen with a constant loop.

Another Tidbit about Office 365!

Link to files, don't attach them
If your company uses a business edition of Office 365, here's a nifty trick for sharing a file. Upload your file to Office 365's cloud storage. Fire up the cloud version of Outlook (known as Outlook Web App) and, instead of attaching a file, link to the file on your cloud.

* This isn't unique to Office 365 — *all* cloud storage services allow you share documents via links.

But Outlook will automatically **grant** edit permission to the people you are emailing. (You can change their permissions, too.)

Language Education and Resources Network LEARN Workshops 2019
https://www.fbcinc.com/e/learn/

Reminder! Don't forget about some of the resources available to you!

Creative Commons
Creative Commons is a nonprofit organization that enables the sharing and use of creativity and knowledge through free legal tools.

Open Culture brings together high-quality cultural & educational media for the worldwide lifelong learning community. It's all free.

Sign up for the **Office 365 weekly digest**! Get free training, tips and the opportunity to learn about all the new features!
https://blogs.technet.microsoft.com/skywriter/category/weekly-digest/

And don't forget about the MicroSoft Office training center! It's free!