Office 2000: A Major Upgrade!

The Microsoft Office 2000 software suite for Windows users will be available from the IMENU after April 10th. Because it is a major upgrade replacement to Microsoft Office 97, there are a number of cautionary warnings to consider. Due to hardware requirements for this software, do not consider upgrading if your computer is not a P5-200 or higher. If you share files with others on campus, they must also have the hardware capabilities for upgrading to Office 2000 or they will not be able to open your Office 2000 files from Office 97. Please, check with these people to see if they are upgrading – if they are not, you may want to wait to upgrade until everyone can.

- The recommended minimum requirements for installing Office 2000 from the network are 32 MB of memory and 160 MB of hard disk space. To check memory: go to the DOS prompt and type mem. To check hard disk space: double-click on My Computer, right-click on C: and click properties to view used and free space.
- Before you proceed with this install, print the warnings and instructions from the IMENU and read them carefully.

Windows 2000: Not an Upgrade for 95/98

The Windows 2000 Professional CD is now available from the bookstore as part of the Microsoft site-license for home use. Windows 2000 is an operating system upgrade to Windows NT, not Windows 95/98. Upgrading to Windows 2000 may make some older computers unstable and require all software to be reinstalled or updated. Please Note:

- IT Services will not be installing this operating system on any PCs.
- IT Services’ Help Desk is not able to support Windows NT and will not be equipped to answer upgrade or install questions concerning Windows 2000.
- Windows 2000 will not be installed in student-access labs and is not required for Office 2000.

For complete information from IUB, point your browser to http://kb.indiana.edu/data/aict.html to see important upgrade issues.

Changes to SIS
by Patrick McLaughlin, Associate Registrar

The Registrar’s Office is pleased to announce several changes to benefit SIS users which went into effect Wednesday, March 15. These changes include the new screens of 810 and 811, an academic department menu screen (8SM) and security profile changes which will allow users to view/register any student on campus regardless of major.

To decrease the workload on departments, all matriculation changes (Screen 110/111) will now be processed through the Registrar’s office. The Academic Information Change (Form 42) can be sent electronically from the web page at www.ipfw.edu/registrar. Click on Form 42 listed under Faculty/Staff resources. After our office completes the change, an electronic copy of the form will be sent to the two affected departments.

Because the Registrar's office will be processing all matriculation changes, screens 110 and 111 will no longer be accessible, but we have created screens 810 and 811 so that class standing and degree checkout term/status can continue to be maintained by departments.

A new menu screen (8SM) has been created. This menu was created specifically for the academic departments as a reference. It lists all of the most frequently used screens by SIS users involved with registration functions. This screen will automatically appear upon sign-on.

One of the changes SIS users will notice immediately will be the level of access to the 103 screen which displays name, address, and phone number. Again, we are shifting the workload away from the departments. If students need to change their name, address or phone number, you can refer them to OASIS to make the change online or send the student to the registrar’s office to complete a change of address form.
Software Updates and Additions
for Spring & Summer

Recently Installed Software

<table>
<thead>
<tr>
<th>Software</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dreamweaver 3**</td>
<td></td>
</tr>
<tr>
<td>Eudora Pro 4.31**</td>
<td></td>
</tr>
<tr>
<td>MapInfo 5.0*</td>
<td></td>
</tr>
<tr>
<td>Maple 6</td>
<td></td>
</tr>
<tr>
<td>Minitab 13**</td>
<td></td>
</tr>
</tbody>
</table>

Software to be Installed by June 1st

<table>
<thead>
<tr>
<th>Software</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homesite 4.5</td>
<td>Office 2000</td>
</tr>
<tr>
<td>MapInfo 5.5*</td>
<td>SAS 8</td>
</tr>
<tr>
<td>Maple 6</td>
<td>SigmaPlot 2000</td>
</tr>
<tr>
<td>Minitab 13**</td>
<td>SPSS 10.0.5</td>
</tr>
</tbody>
</table>

Corel WordPerfect 2000

For a list of pending installations, please see:

- http://www.its.ipfw.edu/installs.html
- http://www.its.ipfw.edu/lab_software.html
- http://www.its.ipfw.edu/site_licenses.html

SAS & SPSS Upgrades

IT services will soon be upgrading SAS and SPSS to their latest Windows versions (versions 8 and 10, respectively). On June 1st we will need to remove all the older versions running on our servers. This means SAS version 6.13 and SPSS versions 8 and 9 will be removed. The new versions of these software packages will be available from the IMENU after April 10th.

All data and programs developed under the older systems will continue to work. For the most part the upgrades are cosmetic, but there are enough new features that a brief short course will be offered to demonstrate new features. Register on-line at: http://www.its.ipfw.edu/docs/training/schedule.html.

Student Employment Opportunities

Do you have students with good communication skills, computer savvy, strong problem solving skills and customer service skills? If so, please refer them to our Web pages to read about us and print off an application. We would like to train new consultants over the summer to be ready for fall. Help Desk student employees are given the opportunity to go through various training programs and certifications making it an excellent learning opportunity. We need your help to find qualified students. If you have students that might qualify, please refer them to:

http://www.its.ipfw.edu/helpdesk/jobs/.

Windows 95/98

- 4 - one hour sessions
  - Tuesday - Friday
  - April 4th - 5th - 6th - 7th
  - 1:30 P.M.-2:30 P.M.
  - (or)
  - 2 - two hour sessions
  - Wednesday & Friday
  - April 5th & 7th
  - 9:00 A.M. - 11:00 A.M.

New Technology

SAS 8 - What’s New?

- taught by Bill Baden
- Monday - April 3rd
- 10:30 A.M. - 11:00 A.M.
- Monday - April 10th
- 10:30 A.M. - 11:00 A.M.
- Tuesday - April 17th
- 10:30 A.M. - 11:00 A.M.
- Wednesday - April 26th
- 10:30 A.M. - 11:00 A.M.

SPSS 10 - What’s New?

- taught by Scott Vitz
- Monday - April 3rd
- 10:00 A.M. - 11:00 A.M.
- Monday - April 10th
- 10:00 A.M. - 11:00 A.M.
- Tuesday - April 17th
- 10:00 A.M. - 11:00 A.M.
- Wednesday - April 26th
- 10:00 A.M. - 11:00 A.M.

Corel

WordPerfect Beyond the Basics

- taught by Pam Zepp
- in 2 parts
- Tuesday - April 4th
- Thursday - April 6th
- 9:00 A.M. - 10:15 A.M.

MS Office 97

MS Word Beyond The Basics

- taught by Scott Vitz
- complete in 1 class
- Monday - April 10th
- 10:00 A.M. - 12:00 P.M.
- Tuesday - April 11th
- 9:00 A.M. - 11:00 A.M.

WWW and HTML

Text-based Web pages for beginners

- taught by Pam Zepp
- Part 1 - Tuesday - April 11th
- 1:30 P.M. - 3:30 P.M.
- Part 2 - Thursday - April 13th
- 1:30 P.M. - 3:30 P.M.
- Part 1 - Wednesday - April 12th
- 1:30 P.M. - 3:30 P.M.
- Part 2 - Friday - April 14th
- 1:30 P.M. - 3:30 P.M.

Using Netscape and the Web

- taught by Scott Vitz
- Monday - April 17th
- 10:00 A.M. - 12:00 P.M.
  - (or)
- Tuesday - April 18th
- 9:00 A.M. - 11:00 A.M.

Writing Web pages in HTML

- taught by Pam Zepp
- Part 1 - Tuesday - April 25th
- 1:30 P.M. - 3:30 P.M.
- Part 2 - Thursday - April 27th
- 1:30 P.M. - 3:30 P.M.
  - (or)
- Part 1 - Wednesday - April 26th
- 1:30 P.M. - 3:30 P.M.
- Part 2 - Friday - April 28th
- 1:30 P.M. - 3:30 P.M.

Lotus Applications

cc:Mail 6 - Overview

- taught by Pam Zepp
- Wednesday - April 12th
- 9:00 A.M. - 10:30 A.M.

cc:Mail 8 - Overview

- taught by Pam Zepp
- Thursday - April 13th
- 9:00 A.M. - 10:30 A.M.

Archiving & Mailbox Management

- taught by Pam Zepp
- Friday - April 14th
- 9:00 A.M. - 10:00 A.M.
- Friday - April 14th
- 10:00 A.M. - 11:00 A.M.