

**SPRINGFIELD COLLEGE**  
**Information Technology Services Department**

**COMPUTER DEPLOYMENT PLAN**

**Required ITS Training Outline**

**Windows 2000 New and Recycled PCs – Class Outline**  
**Two hour session**

Why do I need to attend this class?

Highlights of Windows 2000

    What are the major differences from Windows 95/98?

    Backing up files before the new PC arrives

Highlights of MS Office 2000

    What are the major differences from Lotus SmartSuite?

    How to migrate files from Lotus SmartSuite to MS Office

Highlights of McAfee Virus Protection

    Why do I need to do this?

    How regular is necessary?

    How do I update my DAT files?

Highlights of Lotus Notes Release 5.

    What are the major differences from Release 4?

What additional training is available?

Filling out the feedback form.

**Windows 98 Recycled PC – Class Outline**  
**One hour session**

Why do I need to attend this class?

Highlights of MS Office 2000

    What are the major differences from Lotus SmartSuite?

Backing up files before the new PC arrives

    How to migrate files from Lotus SmartSuite to MS Office

Highlights of McAfee Virus Protection

    Why do I need to do this?

    How regular is necessary?

    How do I update my DAT files?

What additional training is available?

Filling out the feedback form.