



MSU President Visits Northern



Montana State University President Dr. Waded Cruzado spent several days on the Northern campus meeting people and listening to what people like about Northern and ideas about how to make Northern and the MSU system better. This was Cruzado's first visit to the MSU-Northern campus since taking office on January 4, 2010. Cruzado shared her vision to see MSU be one system while allowing each of the campuses to do the things that make them unique and great.

Help White-Out the Saints

This Saturday night MSU-Northern is playing "The Saints" from Carroll College. We want everyone attending the game to show their Northern school spirit by wearing a white northern t-shirt or any kind of white shirt. We want the whole crowd to be in white. If you have an extra white northern shirt please bring it to the game so that if someone does not have one everyone can share and the whole stands will be involved.

Energy Saving Tip #22

Be sure that you are maintaining your office equipment. It is always a good idea to regularly check to be sure computers, printers, and other electronic equipment is working as well as possible.

Upcoming Events

Feb. 26

6:00 PM - 7:30 PM
Skylights Basketball vs. Rocky Mountain College

8:00 PM - 9:30 PM
Lights Basketball vs. Rocky Mountain College

Feb. 27

6:00 PM - 7:30 PM
Skylights Basketball vs. Carroll College

8:00 PM - 9:30 PM
Lights Basketball vs. Carroll College

Mar. 1

8:00 PM - 10:00 PM
Co-ed Intramural Volleyball

Mar. 2

6:00 PM
Wall Climbing

Mar. 4

Board of Regents meeting
(Dillon)

Please...lets get everyone there by 5:50 P.M. so that we have the gym packed and rocking for 4 hours for both the girls and boys games!!

Also...Don't forgot about Friday Night as well...Huge Games against Rocky Mountain College!

Enrollment Up

The final numbers are in and enrollment is up 61.19 FTE, Kudos to the campuses for a job well done.

National Trio Week

In recognition of National Trio Week, the Student Support Services Program would like to invite everyone to stop by Cowan Hall 211 for refreshments on Friday, February 26th, from 10:00 am to 5:00 pm.

Student Support Services Program is one of seven TRIO programs grant funded by the US Department of Education. The Educational Opportunity Center and Veterans Upward Bound are two other TRIO Programs that are affiliated with Northern.

Benefis Healthcare Helps Nursing Program

The Montana State University-Northern Department of Nursing will be able to assist Great Falls area Licensed Practical Nurses (LPN's) in achieving their goal of becoming registered nurses. Thanks to financial assistance from Benefis Healthcare, up to 15 LPN's will take coursework from MSU-Northern this summer and fall semester and graduate in December. A request for a program expansion to provide the ASN program to an additional 12-15 LPN's was approved by the Montana Board of Nursing at their January, 2010 meeting.

Northern to Visit U.S. Embassy in Calgary

Stacey Gonzalez, Northern's Director of Admissions and Russel Borris, Director of International Education for Medicine Hat College, will be meeting with Helen Upchurch at the U.S. Embassy Consulate Office in Calgary, Alberta on March 2nd. The purpose of this trip is to eliminate any student visa problems for Chinese students coming to MSU-Northern in the fall of 2010. Northern has a Transfer Agreement with Medicine Hat College which allows students to seamlessly transfer to Northern and complete their bachelor's degree in business in two more years. Gonzalez commented, "We want to make sure we know the process for Visa application for these students who will be making application to the Embassy in Canada so there are no surprises when they are ready to transfer."

Admissions Specialist, Christy Baker will also be traveling with Gonzalez but will remain in Medicine Hat to hold presentations in classrooms concerning elementary education programs shared between our schools. Both Gonzalez and Baker will be meeting individually with students on Wednesday to address Admission and Immigration questions.

MSU-Northern Talent Show

Sign up now at the Student Union Information Desk for Program Council's Annual Talent Show scheduled for March 4th at 7 p.m. in the SUB Ballroom. Acts will be judged on originality, appearance, talent and presentation.

Can you dance? Can you sing? Are you an actor? Do your friends think you are funny? If so, come on down to the SUB Info Desk and sign up for this fun-filled event. First place will receive a \$75 gift certificate from the

Lights Wrestling @ the 53rd
NAIA National Tournament

7:00 PM
Talent Show

Mar. 5

Board of Regents meeting
(Dillon)

Lights Wrestling @ the 53rd
NAIA National Tournament

Mar. 6

Lights Wrestling @ the 53rd
NAIA National Tournament

Bookstore, Second place is a \$50 gift certificate and Third place receives a \$25 gift certificate. This event is sponsored by the ASMSUN Program Council committee.

STEAM BOILER WORKSHOP OFFERED IN HAVRE

Montana State University-Northern Extended University is offering a five-day workshop to prepare people to take the state examination for low-pressure boiler operator's license. The workshop is designed for people without boiler operator's licenses who work in physical plants.

The workshop, "Low Pressure Steam Boilers and Systems" will be offered Monday through Friday, March 29 - April 2, 2010, 8:00 AM - 5:00 PM in Hagener Science Center Room 117 on the MSU-Northern Campus in Havre, MT. Bill Fisher, Certified 3rd Class Boiler Operator and Certified Water Operator from Missoula, is the instructor.

The cost of the workshop is \$200 plus \$75 for the textbook. Participants must pre-register by March 22. Enrollment is limited to the first 20 participants. For further information, please phone MSU-Northern Extended University toll free at 1-800-662-6132, extension 3730 or 406-265-3730.

Computer Corner

By Marianne Hoppe

Remove misspelled words from the custom dictionary in Office 2007 or 2003

Office offers a built-in custom dictionary that lets you store terms and names that would otherwise get flagged as unrecognized during a spell check. Word and PowerPoint offer background spell-checking, so all you have to do is right-click on a flagged term (wavy red line) and choose **Add To Dictionary** from the shortcut menu. Excel and Outlook require you to run the spell checker yourself. When they encounter an unrecognized term, they'll open the Spelling dialog box and give you the option to add the term to the custom dictionary. Either way, the term will land in the default custom dictionary file, and all the applications will ignore the term when they come across it again.

Sometimes, though, you may accidentally add a misspelled term to the custom dictionary such as a company name or some new bit of jargon.

The Office 2007 applications all support editing the custom dictionary. Here's how:

1. In any of the office applications, you just click the **Office** button and choose the **Options** command at the bottom of the menu.
2. Choose **Proofing** from the pane of categories on the left.
3. Click **Custom Dictionaries** to open the dialog.
4. Click the **Edit Word List** button to open the CUSTOM.DIC dialog box
5. Locate the misspelled word in the **Dictionary** list box, select it, and click **Delete**.
6. To replace the term with the correct version, just type it in the Word text box and click **Add**.
7. When you're finished, exit all dialog boxes by clicking **OK**.

Although Excel and PowerPoint 2003 let you add words to the shared dictionary, you have to use Word (or Outlook) to modify the dictionary file. In Word 2003:

1. Go to **Tools-Options**, click on the **Spelling & Grammar** tab, and

- click the **Custom Dictionaries** button.
2. In the Custom Dictionaries dialog box, make sure CUSTOM.DIC (default) is selected in the Dictionary List and click Modify.
 3. Follow steps 5-7 listed above.

If you want to modify the custom dictionary using Outlook 2003, just choose **Options** from the main **Tools** menu and click the **Spelling** tab. Under **Edit Custom Dictionary**, click **Edit**. Outlook will then open the custom dictionary as a text file.

Tidbit

By Bill Lanier

With Saturday February 27th being National TRIO day, here is a little more information regarding Northern's Association with TRIO programs.

Student Support Services (SSS) is one of three federally funded TRIO grant programs at MSU-Northern. SSS has been a part of Northern since 1979. During that time, Northern has received more than 4.7 million dollars to help approximately 6,000 disadvantaged students. The two other programs are the Educational Opportunity Center (EOC), which began at Northern in 1991 and the Veteran's Upward Bound (VUB) program, which is located on the MSU-Billings campus and began the following year in 1992.

Another connection with TRIO programs is that the North Central Montana Upward Bound Program, under the Fort Belknap Education Department, has housed their summer component on the Northern Campus since 1990.