

FREE

Computer Classes

Baseline Access Training and Support

Student
Fall 2007

Instructional
Technology
Services | ITS

Registration begins Mon., Aug 27, 2007 | Workshops begin Thursday, Aug. 30, 2007

ITS has many new initiatives underway as part of an overall effort to meet the evolving needs of faculty, staff and students here at SDSU. During Fall semester, ITS will conduct an online needs assessment survey to make sure we're in touch with the changing needs of faculty using instructional tools.

Free MS Office 2007 Online Systems Courses at: <http://tinyurl.com/32bcga>

Office 2007 Technology Demos and Tutorials on youtube.com – Provided by SDSU Professor Marie Flatley in IDS:
<http://tinyurl.com/2w4kyr>

STUDENT Registration for Free BATS Workshops

Students may register (use your 9-digit Red ID) via the BATS home page starting Monday, August 27, 2007. The URL is: <http://its.sdsu.edu/~bats/register/> Walk-in registration will be available, but priority is given to advance registrants. For more information call the Student Computing Center at (619) 594-3189.

LOCATIONS

All workshops are held in the Student Computing Center on the second floor of Love Library in rooms 260 and 261.

Please arrive at least 5 minutes before the scheduled starting time. Classes start on time and once instruction has begun the doors are closed and **no latecomers are admitted.**

**No food or drink is
allowed in the
classrooms!**



PREREQUISITES

Please note that some workshops have prerequisites.

- **Introduction** workshops cover basic concepts. Enough information is provided so that you will be able to use the basic functions of the software.
- **Intermediate** workshops are designed for users that have MASTERED (not just explored) the basics of the software.
- **Advanced** workshops are designed for users who use the software extensively and are interested in learning additional functions of the application.

If you have any questions about your level of knowledge please call Carol Tohsaku at (619) 594-2203 or email her at: ctohsaku@mail.sdsu.edu for more information.

Microsoft Word 2003 Workshops

WORKSHOP TITLE	WORKSHOP DESCRIPTION	DATE(S)	LOCATION
Introduction Basic computer skills including the ability to use a mouse	Microsoft Word, a full-featured word processor, includes automatic formatting, easy-to-create tables, and the ability to create and position graphics. In this workshop, you will get a hands-on overview of the primary features of this application.	Tu Sept 4 9:30-11 AM	LL-260
Intermediate I Prerequisite: 'Introduction to Word' or proficient in the <u>basics</u> of Word	Expand your knowledge of some of the valuable features and time saving tips available in Word. Learn to how to use and format bullets; work with Headers and Footers; learn to set Tabs and Leaders; use AutoText to enter boilerplate text; use Columns.	Tu Sept 11 9:30-11 AM	LL-260
Intermediate II Prerequisite: 'Introduction to Word' or proficient in the <u>basics</u> of Word	Learn more about the features available in Word such as the Thesaurus, customized Spell Check, Find and Replace, Browse button, Watermarks and Clip Art.	Tu Sept 18 9:30-11 AM	LL-260
Intermediate: Document Formatting Prerequisite: 'Introduction to Word' or proficient in the <u>basics</u> of Word	While writing your paper or thesis, you will need to carefully format your document. This workshop will focus on formatting documents, including setting margins, the normal font, indentation, line spacing, page orientation and footnotes; inserting pictures and properly placing captions; using the picture tool bar to format your images; inserting charts and graphs created in Excel. This workshop is the required prerequisite of Master's Thesis Template.	Tu Sept 4 11:30 AM-1 PM Wed Oct 3 9:30-11 AM Wed Oct 24 9-10:30 AM Th Nov 8 11:30 AM-1 PM	LL-260 LL-260 LL-260 LL-260

Master's Thesis Template Using MS Word


Master Thesis Template Prerequisite: 'Introduction to Word' and 'Word Intermediate: Document Formatting'	All master's students following Plan-A, Thesis, are required to format their theses according to the SDSU Master's Thesis and Project Manual. This Template complements the manual and provides the necessary tools to prepare a thesis in compliance with SDSU requirements. You will learn will how to use the template in this workshop. It is required that you attend Word Intermediate: Document Formatting before taking this workshop.	Tu Sept 4 1:30-3:30 PM Wed Oct 3 11:30-1:30 PM Wed Oct 24 11 AM-1 PM Th Nov 8 1:30-3:30 PM	LL-260 LL-260 LL-260 LL-260
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The thesis templates were created by the SDSU Thesis Reviewer who is solely responsible for any defects or bugs. ITS-BATS is not responsible for a faulty template. The templates, available at <http://gra.sdsu.edu/Graduate/Thesis/index.htm>, are guaranteed to be free of any known viruses, worms, etc.

Microsoft Excel 2003 Workshops

Introduction Basic computer skills including the ability to use a mouse	This workshop will provide hands-on practice using the basic features of Excel such as entering text and numbers into cells, formatting cells and creating simple formulas.	Mon Sept 10 1-2:30 PM	LL-260
Intermediate I Prerequisite: 'Introduction to Excel' or proficient in the <u>basics</u> of Excel	Explore absolute versus relative referencing, conditional formatting, using comments, creating charts and working with simple functions.	Mon Sept 17 1-2:30 PM	LL-260
Intermediate II Prerequisite: 'Introduction to Excel' or proficient in the <u>basics</u> of Excel	Customize Excel to work the way you work. You will use the Outlining, Validation and Auditing tools. You will link a worksheet to MS Word, and you will learn the power of concatenation.	Mon Sept 24 1-2:30 PM	LL-260
Intermediate III Prerequisite: 'Introduction to Excel' or proficient in the <u>basics</u> of Excel	This workshop provides hands-on practice using a variety of the more advanced features of Microsoft Excel such as filtering, macros, protection, and the IF Function.	Mon Oct 1 1-2:30 PM	LL-260
Intermediate IV Prerequisite: 'Introduction to Excel' or proficient in the <u>basics</u> of Excel	This workshop will show you how to use arrays and how to use them in formulas. You will learn to create pivot tables and pivot charts, use Goal Seek and use the LOOKUP, VLOOKUP and HLOOKUP Functions.	Mon Oct 8 1-2:30 PM	LL-260

Microsoft PowerPoint 2003 Workshops

WORKSHOP TITLE	WORKSHOP DESCRIPTION	DATE(S)	LOCATION
Introduction Basic computer skills including the ability to use a mouse	PowerPoint is a presentation software package that is part of the Microsoft Office suite of products. You can use PowerPoint to create presentations for a wide variety of audiences and purposes.	Th Oct 4 1-2:30 PM Fri Oct 26 1-2:30 PM	LL-260 LL-260
Intermediate Prerequisite: 'Introduction to PowerPoint'	Build on the material covered in PowerPoint Introduction. This workshop focuses on how to use templates, backgrounds and color schemes. You will also learn to work with images.	Th Oct 11 1-2:30 PM Fri Nov 2 1-2:30 PM	LL-260 LL-260
Advanced Prerequisite: 'MS-PowerPoint Intermediate' or equivalent knowledge	Building on the Introductory and Intermediate workshops, we will discuss features like transitions, content builds, and animation. We will address considerations presenters take into account when working with content and animation in front of an audience. You will learn to convert PowerPoint to HTML for your web site.	Th Oct 18 1-2:30 PM Fri Nov 9 1-2:30 PM	LL-260 LL-260
Presentation Skills Prerequisite: 'MS-PowerPoint Intermediate' or equivalent knowledge 	Learn how to create an effective oral and visual presentation that contains the essential elements of purpose, relevant content, organized structure, and natural flow. A great presenter understands his/her audience and knows how to use body language and voice effectively in order to deliver a competent and charismatic presentation.	Wed Oct 17 1-3 PM Tu Nov 6 12-2 PM	LL-260 LL-260

Workshops for the World Wide Web

Creating a Web Page: Introduction to FrontPage Prerequisite: Experience surfing the Web	Using Microsoft FrontPage you will create a basic web page without learning HTML. Then you will transfer your web page to SDSU's ROHAN web server and make the web page available on the Web.	Mon Oct 1 10 AM-12 PM	LL-260
Creating a Web Site 1: Intermediate FrontPage Prerequisite: Proficient in the <u>basics</u> of 'Creating a Web Page'	We will go beyond the basics, covering how to modify and enhance both your web pages and web site. This workshop will be taught at the intermediate level and assume mastery of the concepts and skills covered in Creating a Web Page.	Mon Oct 8 10 AM-12 PM	LL-260
Creating a Web Site 2: Introduction to Dreamweaver MX 2004 Prerequisite: Creating a Web Site 1	This workshop is an introduction to Dreamweaver's web page creation capabilities. Topics include site planning, creation and management, with an introduction to the interface and main features. Attendees will set up and format web pages, insert text, images, links and learn to upload files.	Mon Oct 15 10 AM-12 PM	LL-260
Managing a Web Site 1: Intermediate I Dreamweaver MX 2004 Prerequisite: Creating a Web Site 2	This workshop is designed to give attendees experience using Dreamweaver's more advanced tools to format your web pages using tables. Create clickable image maps and add interactivity to your site.	Mon Oct 22 10 AM-12 PM	LL-260
Managing a Web Site 2: Intermediate II Dreamweaver MX 2004 Prerequisite: Managing a Web Site 1	This workshop is designed to give you experience with Dreamweaver Templates and Library Objects, which allow you to change an entire site's layout or content by simply making changes in only one master document - a great time saver!	Mon Oct 29 10 AM-12 PM	LL-260
Managing a Web Site 3: Advanced: Cascading Style Sheets (CSS) Dreamweaver MX 2004 Prerequisite: Managing a Web Site 2	Learn to create and use Cascading Style Sheets (CSS) in your web site. CSS allows you to make precise font and formatting definitions that can be quickly applied to your entire web site. Workshop attendees will learn to create their own styles, edit existing styles, and import styles from external style sheets.	Mon Nov 5 10 AM-12 PM	LL-261
Making Your Web Site Accessible: Dreamweaver MX 2004 Prerequisite: BATS Creating a Web Site 2: Dreamweaver Intro workshop or equivalent knowledge	Learn tips and techniques to make your web site accessible to individuals with disabilities. At this workshop you will learn approaches to making web page objects such as images, tables, and other web page elements more accessible.	Th Nov 15 10 AM-12 PM	LL-261

Adobe Photoshop CS Workshops

WORKSHOP TITLE	WORKSHOP DESCRIPTION	DATE(S)	LOCATION
Introduction Prerequisite: Intermediate level computer skills including the ability to use a mouse	In this hands-on introduction, you will learn to merge, edit, and colorize images, retouch photographs, and create unique photos for print and the Web using powerful tools in Photoshop CS.	Th Sept 6 1-3 PM Tu Oct 2 1-3 PM	LL-261 LL-261
Intermediate Prerequisite: 'Photoshop Introduction'	This session covers some of the introductory topics in more depth and introduces you to some of the more advanced features in Photoshop CS such as selection tools, layers and image opacity.	Th Sept 13 1-3 PM Tu Oct 9 1-3 PM	LL-261 LL-261
Advanced Prerequisite: 'Photoshop Intermediate'	This workshop will build upon techniques utilized in the Intro and Intermediate Photoshop CS workshops. Topics for this workshop will include working with Adjustment Layers, Filters and Effects, Color Correction Tools and Image Compositing.	Th Sept 20 1-3 PM Tu Oct 23 1-3 PM	LL-261 LL-261

Student Computing Center

The Library and Information Access Student Computing Center (SCC) is located on the second floor of the Malcolm A. Love Library building in LL-200. The entry door is on the south side of the building facing the Open Air Theatre. The SCC currently houses over 300 PCs and 26 Intel iMacs.

The Student Computing Center's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems related to the PC and Mac operating systems and software. This includes Microsoft Office software, business databases, SPSS, ROHAN account information and help, UNIX system commands, email, file transfers, Internet, web page creation and troubleshooting, and virus problems.

For the Student Computing Center current hours, please visit: <http://scc.sdsu.edu>

PHONE: (619) 594-3189
EMAIL: scc@rohan.sdsu.edu
WEB: <http://scc.sdsu.edu>

STUDENT COMPUTING COORDINATOR: Renee Carson

Students may also use computers in the Reserve Book Room (RBR) 24 hours a day (except on holidays).
Visit: <http://infodome.sdsu.edu>

Additional Training

Social Science Research Laboratory Instructional Services – SSRL offers one unit, credit/no credit courses on the use of statistical software, computer spreadsheets, database, word processing/presentation software, Internet and web creation. See: <http://ssrl.sdsu.edu/inst/courses.html>

BLACKBOARD

For information contact the Student Computing Center at x43189 or email: scc@rohan.sdsu.edu or visit the Blackboard Support web site at: <http://its.sdsu.edu/blackboard/student/index.html>
