



BATS Workshops

Spring 2006
Student

FREE

Computer software training sponsored by Instructional Technology Services
Baseline Access Training and Support

FREE

BATS is a CSU initiative and a comprehensive "baseline" program to:

- Assist all students, faculty, and staff to become computer literate
- Offer training (workshops and online resources) in the use of baseline hardware and software systems
- Provide access to campus networking, hardware/software systems, information resources, and technical support

Registration begins Tues., Jan. 24, 2006; Workshops begin Tues. Feb. 7, 2006

STUDENT Registration for Free BATS Workshops

Students may register (use your 9-digit Red ID) via the BATS home page starting Tuesday, Jan. 24, 2006. 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.

Detailed descriptions of each workshop are available at: <http://its.sdsu.edu/~bats>
BATS Workshop handouts: <http://its.sdsu.edu/~bats/PDF/pdfhandouts.html>


WORKSHOP TITLE	WORKSHOP DESCRIPTION	DATE(S)	LOCATION
Introduction to the Windows XP Operating System Basic computer skills including the ability to use a mouse	This hands-on workshop is designed for attendees who are new to Windows XP OS and for current Windows users who want a refresher on the basics.	Mon Feb 13 9-10:30 AM	LL-260
Introduction to Microsoft Drawing Tools Prerequisite: Basic computer skills including the ability to use a mouse	The Microsoft Draw program is part of the MS Office suite. The workshop will be taught in PowerPoint, but the tools that you will learn can also be used in Word, Excel, and FrontPage. This workshop will include: <ul style="list-style-type: none"> • Drawing Lines, Arrows, Geometric shapes; Group, Align, Distribute • Fill Effects, Text Boxes, Word Art; Changing Outline/Fill colors • Creating Stars, Banners, Flow Charts, and Effects 	Mon Mar 6 2-3:30 PM	LL-260



Microsoft Word 2003 Workshops

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.	Mon Feb 13 1-2:30 PM	LL-260
Intermediate I Prerequisite: 'Introduction to Word' or proficient in the basics 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.	Mon Feb 20 1-2:30 PM	LL-260
Intermediate II Prerequisite: 'Introduction to Word' or proficient in the basics of Word	Learn more about the many features available in Word such as the Thesaurus, customized Spell Check, Find and Replace, Browse button and Watermarks. Learn to work with Clip Art.	Th Apr 6 2-3:30 PM	LL-260
		Mon Feb 27 1-2:30 PM	LL-260
		Th Apr 13 2-3:30 PM	LL-260

Microsoft Word 2003 Workshops

Intermediate: Tables 'Introduction to Word' or proficient in the basics of Word	Use Tables to present text in side-by-side paragraphs, to arrange text beside graphics or organize your document without using tabs.	 Wed Mar 8 10-11:30 AM LL-260 Wed Apr 19 2-3:30 PM LL-260
Intermediate: MailMerge 'Introduction to Word' or proficient in the basics of Word	Use Mail Merge to create "customized" form letters and address envelopes, or use it to create mailing labels, name badges, tent cards and similar items.	Wed Apr 12 2-3:30 PM LL-260
Intermediate: Templates and Styles Prerequisite: 'Introduction to Word' or proficient in the basics of Word	With a template you can store "boilerplate" text. Styles define the appearance of various text elements of your document. Learn how to apply a style to a paragraph or word in one simple operation so that you can improve the speed and efficiency of your word processing work.	Wed Apr 26 2-3:30 PM LL-260 Tu May 2 10-11:30 AM LL-260
Intermediate: Document Formatting Prerequisite: 'Introduction to Word' or proficient in the basics 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.	Tu Feb 7 12-1:30 PM LL-260 Wed Mar 8 12-1:30 PM LL-260 Wed Mar 29 1-2:30 PM LL-260 Tu Apr 11 10-11:30 AM LL-260 Th May 4 11:30 AM-1 PM LL-260

This workshop is the required prerequisite of Master's Thesis Template.


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.	Tu Feb 7 2-4 PM LL-260 Wed Mar 8 2-4 PM LL-260 Wed Mar 29 3-5 PM LL-260 Tu Apr 11 12-2 PM LL-260 Th May 4 1:30-3:30 PM LL-260
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It is required that you attend Word Intermediate: Document Formatting before taking this workshop.

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.	Wed Feb 15 2-3:30 PM LL-260 Mon Apr 10 1:30-3 PM LL-260
Intermediate I Prerequisite: 'Introduction to Excel' or proficient in the basics of Excel	Explore absolute versus relative referencing, conditional formatting, using comments, creating charts and working with simple functions.	Wed Feb 22 2-3:30 PM LL-260 Mon Apr 17 1:30-3 PM LL-260
Intermediate II Prerequisite: 'Introduction to Excel' or proficient in the basics 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.	Wed, Mar 1 2-3:30 PM LL-260 Mon Apr 24 1:30-3 PM LL-260
Advanced I Prerequisite: 'Excel Intermediate I' and 'Excel Intermediate II' or equivalent knowledge	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.	 Wed Mar 22 2-3:30 PM LL-260 Mon May 1 1:30-3 PM LL-260
Advanced II Prerequisite: 'Excel Intermediate I' and 'Excel Intermediate II' or equivalent knowledge	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.	Wed Apr 5 2-3:30 PM LL-260 Mon May 8 1:30-3 PM LL-260

Microsoft PowerPoint 2003 Workshops

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 Feb 16 10-11:30 AM	LL-260
		Th Mar 23 10-11:30 AM	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 Feb 23 10-11:30 AM	LL-260
		Th Mar 30 10-11:30 AM	LL-260

Microsoft Access 2003 Workshops

Introduction: Access I Overview and Tables Intermediate level computer skills including the ability to use a mouse	Learn basic database concepts and how to design a database. Learn the differences between flat and relational databases. Begin creating an actual database by designing Tables.	Tu Feb 14 9-11 AM	LL-260
		Th Feb 16 1:30-3:30 PM	LL-260
Introduction: Access II Relationships and Queries Prerequisite: 'Access I' or equivalent knowledge	In this workshop, you will learn to define relationships between your tables and to use queries to view and analyze data in different ways.	Tu Feb 21 9-11 AM	LL-260
		Th Feb 23 1:30-3:30 PM	LL-260
Introduction: Access III – Forms Prerequisite: 'Access II' or equivalent knowledge	Access forms are used to simplify data input into your database. You can also edit the data in your database by using a form. In this workshop you will learn how to create and modify simple forms.	Tu Feb 28 9-11 AM	LL-260
		Th Mar 2 1:30-3:30 PM	LL-260
Introduction: Access IV – Reports Prerequisite: 'Access III' or equivalent knowledge	In this workshop you will create and modify simple reports. You will learn how to group data and produce reports based on selected parts of your database.	Tu Mar 7 9-11 AM	LL-260
		Th Mar 9 1:30-3:30 PM	LL-260
Intermediate I Prerequisite: Completion of 'Access I - IV' or equivalent knowledge	You will automate the database you've been building for the last four weeks. You will learn to create Macros and use them in conjunction with varying events associated with forms and command buttons.	Tu Mar 21 9-11 AM	LL-260
		Th Mar 23 1:30-3:30 PM	LL-260
Intermediate II Prerequisite: Completion of 'Access Intermediate I' or equivalent knowledge	Build on your knowledge of Access by creating Update and Make Table Queries, adding sub forms to an existing form, modifying tab order in forms and using a List Box to facilitate the lookup of records.	Tu Mar 28 9-11 AM	LL-260
		Th Mar 30 1:30-3:30 PM	LL-260



Adobe Photoshop CS Workshops

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.	Wed Feb 15 12-2 or 2-4 PM	LL-261
		Mon Mar 20 2-4 PM	LL-261
		Wed Apr 12 9-11 AM	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.	Wed Feb 22 12-2 or 2-4 PM	LL-261
		Mon Mar 27 2-4 PM	LL-261
		Wed Apr 19 9-11 AM	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.	Wed Mar 1 12-2 or 2-4 PM	LL-261
		Mon Apr 3 2-4 PM	LL-261
		Wed Apr 26 9-11 AM	LL-261



Workshops for the World Wide Web

WORKSHOP TITLE	WORKSHOP DESCRIPTION	DATE(S)	LOCATION
Web Basics Prerequisite: Experience surfing the Web	In this workshop, you will start with a simple description of what the Web is and how it works. Learn to create a basic web page with basic HTML coding.	Tu Feb 21 11:30 AM-1 PM	LL-260
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.	Tu Feb 21 1-3 PM Fri Feb 24 1-3 PM	LL-260 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.	Tu Feb 28 1-3 PM Fri Mar 3 1-3 PM	LL-260 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.	Tu Mar 7 1-3 PM Fri Mar 10 1-3 PM	LL-261 LL-261
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.	Tu Mar 21 1-3 PM Fri Mar 24 1-3 PM	LL-261 LL-261
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!	Tu Mar 28 1-3 PM Fri Apr 7 1-3 PM	LL-261 LL-261
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.	Tu Apr 4 1-3 PM Fri Apr 21 10 AM-12 PM	LL-261 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.	Fri Apr 28 10 AM-12 PM	LL-261



Macromedia Flash MX 2004 Workshops

Introduction to Flash Prerequisite: 'Introduction to Windows OS' or equivalent knowledge	Flash is a program for creating vector-based web content. During this workshop, you will learn about the use of vector graphics and to use the tools and interface of Flash.	Fri Feb 17 9-10:30 AM Th Apr 27 1-2:30 PM	LL-261 LL-261
Flash Intermediate Prerequisite: 'Introduction to Flash'	Create Flash animated movies in this workshop. Learn the basics of animation, learn to create scalable vector graphics from simple shapes to complex forms. Also learn to create symbols, place them in custom libraries and then assign actions to the symbols.	Fri Feb 17 11 AM-1 PM Th Apr 27 3-5 PM	LL-261 LL-261

