



INFORMATION  
TECHNOLOGY  
SERVICES

# IT Training Monthly

Information about IT Training courses at the University of Otago

Information Technology Services  
Te Ratonga Parongo me te Hangarau

IT Training  
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## Summer Research Support Series

In past years IT Training has offered a successfully series of courses for **staff doing summer research** and **students employed on projects over the summer**.







These courses are free to participants, and as courses fill up, IT Training is prepared to add sessions to meet demand. There are courses about a variety of topics to help improve handling of quantitative data.

All courses can be booked on by going to the IT Training webpages at <http://www.otago.ac.nz/its/services/training/>

### IT Training

Information Technology Services (ITS) offers training for a wide range of computer programs to suit different skill level and group size. Courses can be booked online and IT Training can tailor courses for groups of various sizes and different levels.

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 <b>How to book</b> Jump the queue and book your course online.	 <b>Courses we offer</b> Our courses are open to staff, students and the general public.	 <b>Online courses</b> Improve your skills with our online training and self-paced courses.
 <b>Tutorial videos</b> Up-skill or take a refresher course with our tutorial videos.	 <b>Training room hire</b> Hire our training rooms for your IT-related conference or workshop.	 <b>Custom training</b> Customised individual tuition or group sessions are also available.

click on **Courses we offer**

click on **Courses by date**

click on **November**

and find the course you want to book on.

There is a booking link on the page and you will need to put in your university username and password.

## Summer Research Support Series (continued)

The series, and initial dates, are:

### **SPSS - Quick Intro**

Get an introduction to SPSS. Learn the essentials of setting up a data file, modifying data and doing a simple statistical analysis.

Monday 6th November, 1:00pm - 3:00pm

### **Excel - Organising Quantitative Data**

Get the categorisation of your data correct, do data entry with minimum typing, fix organisation easily when you realise it is wrong, put numbers into ranges, and make rapid summaries of data. Have your data well arranged for subsequent work in any quantitative analysis program.

**Excel Mac** - Thursday 9th November, 10:00am - 12:00pm

**Excel PC** - Friday 10th November, 10:00am - 12:00pm

### **R - Data Analysis Walkthrough**

Go through the steps of a data analysis using sample data. Set up and modify data files, run analyses, and plot graphs.

Tuesday 14th November, 9:00am - 11:00am

### **R - Reproducible Research**

For those who already use R (or have a familiarity equal to the R - Statistics Overview or R - Data Analysis Walkthrough courses), this course focuses specifically on using Rmarkdown in RStudio to create formatted written documents with chunks of R code embedded in them, that can be turned into webpages or Word documents.

Thursday 16th November, 1:00pm - 3:00pm

# IT TRAINING COURSES COMING UP IN NOVEMBER 2017

Doc Processing, File/Info Mgmt, Internet, Macintosh, Presentation and Research Tools courses

## DOCUMENT PROCESSING

### Word PC - Headings and Table of Contents (Staff)

Use Word's Heading "Styles" and page numbers to automate a Table of Contents. Modify the Styles and re-use them again in other documents.

Wednesday 1st November, 9:00am - 10:00am

Campus: Dunedin

Cost: Free for Staff / \$45.00 for Students / Others

Platform: Windows

### Word Mac - Long Documents

This is two, 2 hour sessions, one week apart. Attendees must attend both sessions. Learn skills for creating long documents. Add styles, sections, headers and footers, tabs, paragraphs, table of contents. Also footnotes, charts, tables, images and a table of figures.

Tuesday 28th November and Thursday 30th November, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff / \$150.00 for Students / Others

Platform: Macintosh

### Documents for Meetings

Learn specific techniques to turn documents into PDFs for meeting distribution.

Friday 3rd November, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff / \$90.00 for Students / Others

Platform: Macintosh

## FILE AND INFORMATION MANAGEMENT

### Syncplicity Mac - Overview

Syncplicity is a file sharing and storage service that keeps your files securely in University of Otago data centres. It is very much like DropBox in that you can view and files on various devices, or access them directly via the Web. You can also easily share folders and files with others.

Wednesday 8th November, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff

Platform: Macintosh

## INTERNET

### CMS - University Website Editing

This course teaches CMS editors to use the content management system to make changes to University of Otago web pages.

Monday 27th November, 2:00pm - 4:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

## MACINTOSH

### Macintosh Workflow Timesavers

There are a wide variety of ways to automate repetitive tasks using a Macintosh. This course explores what options are available to have the computer work for you.

Wednesday 1st November, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / \$45.00 for Students / Others

Platform: Macintosh

## PRESENTATION

### PowerPoint PC - Advanced Features

Add diagrams, tables and charts on slides in your presentation. Insert videos or sound files, or record over the presentation. Put in animations and transitions.

Tuesday 14th November, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff / \$90.00 for Students / Others

Platform: Windows

### PowerPoint Mac - Advanced Features

Insert videos or sound files, or record over the presentation. Add tables and charts. Put in animations and transitions.

Monday 20th November, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / \$90.00 for Students / Others

Platform: Macintosh

## RESEARCH TOOLS

### SPSS - Quick Intro (Staff)

Get an introduction to SPSS. Learn the essentials of setting up a data file, modifying data and doing a simple statistical analysis.

Monday 6th November, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / Students / \$90.00 for Others

Platform: Windows

### R - Data Analysis Walkthrough (Staff)

Go through the steps of a data analysis using sample data. Set up and modify data files, run analyses, and plot graphs.

Tuesday 14th November, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff / Students / \$90.00 for Others

Platform: Macintosh but works the same on Windows

### R - Reproducible Research

For those who already use R (or have a familiarity equal to the R - Statistics Overview or R - Data Analysis Walkthrough courses), this course focuses specifically on using Rmarkdown in RStudio to create formatted written documents with chunks of R code embedded in them, that can be turned into web-pages or Word documents.

Thursday 16th November, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / Students

Platform: Macintosh but works the same on Windows

Book online or read more at: [otago.ac.nz/it-training](http://otago.ac.nz/it-training)

# IT TRAINING COURSES COMING UP IN NOVEMBER 2017

## Spreadsheets and Technical courses

### SPREADSHEETS

#### Excel PC - Formulas

Understand the basics of how to create formulas and work with functions. As well as general Excel users, this course is specifically useful to people using Business Objects and Finance One.  
Wednesday 8th November, 1.00pm - 3.00pm  
Campus: Dunedin  
Cost: Free for Staff / \$90.00 for Students / Others  
Platform: Windows

#### Excel Mac - Organising Quantitative Data

Get the categorisation of your data correct, do data entry with minimum typing, fix organisation easily when you realise it is wrong, put numbers into ranges, and make rapid summaries of data. Have your data well arranged for subsequent work in any quantitative analysis program.  
Thursday 9th November, 10:00am - 12:00pm  
Campus: Dunedin  
Cost: Free for Staff / Free for Students / Others  
Platform: Macintosh

#### Excel PC - Organising Quantitative Data

Get the categorisation of your data correct, do data entry with minimum typing, fix organisation easily when you realise it is wrong, put numbers into ranges, and make rapid summaries of data. Have your data well arranged for subsequent work in any quantitative analysis program.  
Friday 10th November, 10:00am - 12:00pm  
Campus: Dunedin  
Cost: Free for Staff / Free for Students / Others  
Platform: Windows

#### Excel PC - Pivot Tables

Summarise and analyse data from various perspectives without changing it. Produce summary statistics. As well as general Excel users, this course is specifically useful to people using Business Objects and Finance One.  
Thursday 16th November, 9.00am - 11.00am  
Campus: Dunedin  
Cost: Free for Staff / \$90.00 for Students / Others  
Platform: Windows

### TECHNICAL

Dunedin staff and external clients are now able to make use of the Auldhouse Anywhere course delivery from our training rooms.  
Please contact Anne Johnston - anne.johnston@otago.ac.nz for further information.

#### 10982 - Supporting and Troubleshooting Windows 10

This course is designed to provide participants with the knowledge and skills required to support and troubleshoot Windows 10 PCs and devices in a Windows Server domain environment. These skills include understanding of Windows 10 features, how they can be used in an Active Directory environment and how to troubleshoot them.

**Please note: This course is being delivered here in Dunedin using Auldhouse Anywhere software. For further information please contact IT Training.**

Monday 6th November -Friday 10th November, 9:00am - 4:30pm (5 days)  
Campus: Dunedin  
Cost: \$3,500.00 for Staff / Students / Others  
Platform: Windows

#### MacOS Sierra 101 OS X Support Essentials 10.12 - Apple Certified Training

MacOS Sierra Support Essentials is a three-day, hands-on course that provides an in-depth exploration of troubleshooting on MacOS Sierra. This course is designed to give you a tour of the breadth of functionality of MacOS Sierra and the best methods for effectively supporting users of MacOS Sierra systems. The course is a combination of lectures and hands-on case study exercises that provide practical real-world experience.

The Apple Certification Exam may be taken at the end of the course (Friday morning) or at a later date. The cost of the exam is included in the course price.

Tuesday 14th November - Thursday 16th November, 9:00am - 5:00pm (3 days)  
Campus: Dunedin  
Cost: \$1,995.00 for Staff / Students / Others  
Platform: Macintosh

#### Apple Exams

Facilitation of Apple exams.  
Friday 17th November, 9:00am - 11:00am  
Campus: Dunedin  
Cost: \$250.00 for Staff / Students / Others  
Platform: Macintosh