



IT Training Monthly

Information about IT Training courses at the University of Otago

Information Technology Services
Te Ratonga Parongo me te Hangarau

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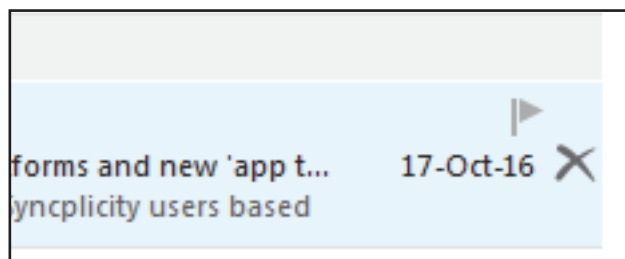
IT Training Monthly: March 2017, Issue 177

Flags in Outlook

Flags in Outlook are useful to mark an email you want to deal with at a later date.

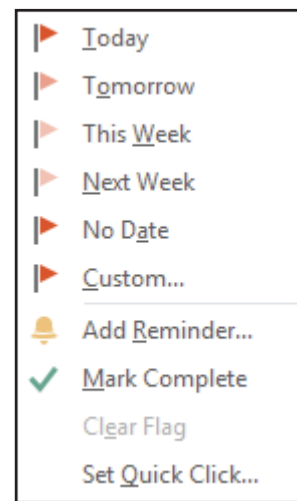
You can flag an email from the ribbon or from the message itself.

To add a flag hover over the right hand end of the email message in preview. Click the grey flag. This will add the **Quick Click** (default due date) flag.

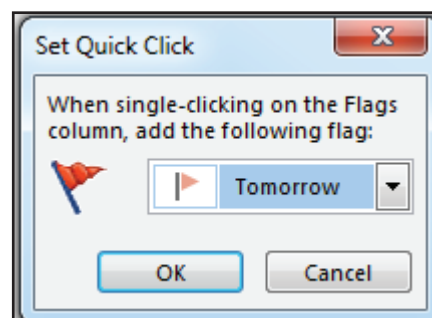


For other flag options right click over the grey flag. Items can be flagged for today, tomorrow, this week, next week, no date or custom.

These options can also be accessed from the ribbon - **Home -Tags**.



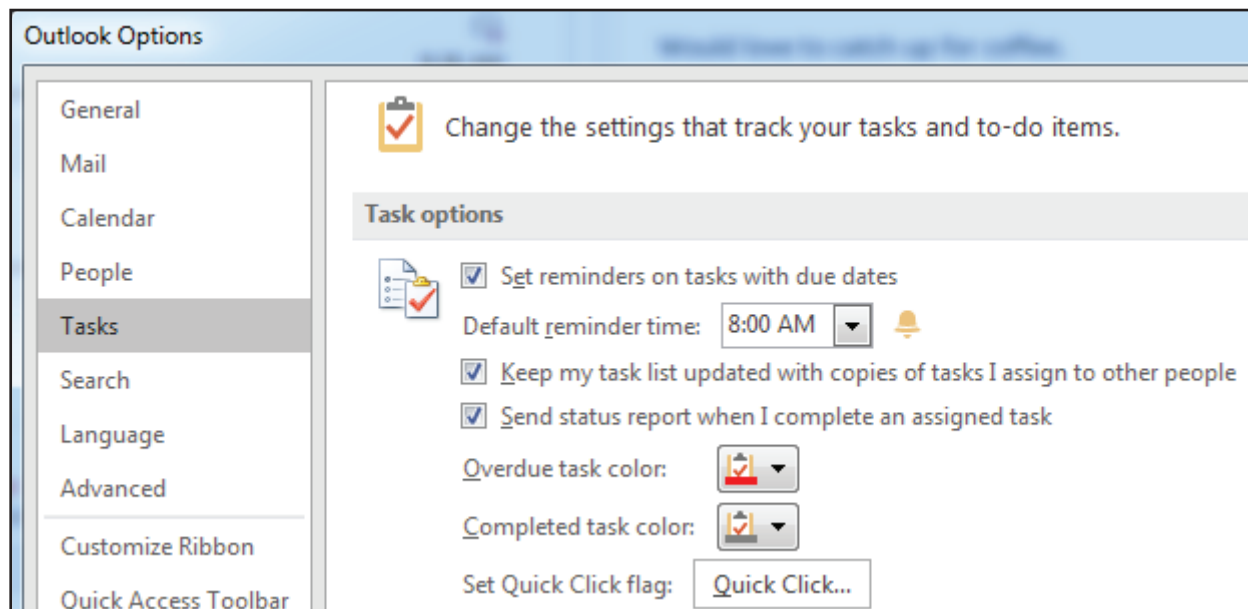
To set the **Quick Click** default select **Set Quick Click** from the bottom of the flag list. Now choose the flag you want from the drop down options and click **OK**.



Flags in Outlook (continued)

Automatic Reminders on Flags

To add a reminder automatically go to **File - Options - Tasks**. Tick the **Set reminders on tasks with due dates** box. You can also change the **default reminder time** here if you wish. Click **OK**,



Now anytime you add a flag with a due date you will automatically see the reminder clock appear to the left of your flag.



To find out more Outlook useful tips -

Outlook PC - Advanced Email Timesavers

Thursday 9 March, 9.00 am - 11.00 am

Cost: Free for Staff / \$90 for Students / Others

Platform: Windows

IT TRAINING COURSES COMING UP IN MARCH 2017

Blackboard, Doc Proc, Email/Comms, File & Info Mgmt, Graphics & Audio Vis, & Internet courses

BLACKBOARD

Blackboard - Delegated Marking

Delegated Marking focus on the distribution of assignments to staff when marking the assignments online via Blackboard

Thursday 2nd March, 9:00am - 10:00am

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

DOCUMENT PROCESSING

Word PC - Document Setup

Control document and page level settings. Learn about margins, page numbers, page and section breaks.

Thursday 9th March, 1:00pm - 2:00pm

Campus: Dunedin

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

Platform: Windows

Word PC - Working with Graphics

Create SmartArt diagrams; insert and modify pictures; draw and modify shapes.

Wednesday 8th March, 1:00pm - 2:30pm

Campus: Dunedin

Cost: Free for Staff / \$67.50 for Students / Others

Platform: Windows

PDF - Creation and Editing

Use Adobe Acrobat to create and enhance PDF files, creating documents that will look the same on different computers.

Thursday 30th March, 1:00pm - 4:00pm

Campus: Dunedin

Cost: Free for Staff / \$125.00 for Students / Others

Platform: Macintosh but works the same on Windows

EMAIL/COMMUNICATIONS

Outlook PC - Advanced Email Time-savers

This course is for anyone who feels overwhelmed by their emails. It will help you to get your Inbox to zero messages, but still be able to find what you are looking for.

Thursday 9th March, 9:00am - 11:00am

Campus: Dunedin

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

Platform: Windows

FILE AND INFORMATION MANAGEMENT

Business Objects - Overview

Generate reports using a web browser and save the data for further manipulation. Run a sample report and export the data. University staff username MUST be activated for Business Objects access first (ask ITS Service Desk).

Thursday 16th March, 9:00am - 10:00am

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

Syncplicity PC - 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 1st March, 2:00pm - 4:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Windows

OURDrive - Admin

This two-hour course covers the administrative tasks around OURDrive, the university's electronic records management system.

Please note: Only people in OURDrive "Administrator" role should attend.

Tuesday 7th March, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

GRAPHICS AND AUDIO VISUAL

Inkscape - Diagrams, Figures and Maps

Use this free, open source drawing program (Mac, PC, and Linux) to produce diagrams, figures, and maps. Assemble in-page figures or poster size creations.

Tuesday 28th March, 9:00am - 11:00am

Campus: Dunedin

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

Platform: Windows but works the same on Macintoshes

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.

Tuesday 21st March, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

Book online or read more at: otago.ac.nz/it-training

IT TRAINING COURSES COMING UP IN MARCH 2017

Keyboarding, Research Tools, Spreadsheets, Teaching Tools and Technical courses

KEYBOARDING

Touch Typing

Learn the fundamentals of touch typing. Get started in supervised sessions using a self-directed typing package.
Monday 20th March, - Friday 31st March (10 days)
9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / \$280.00 for Students / Others
Platform: Windows but works the same on Macintoshes

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.
Wednesday 1st March, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / \$90.00 for Students / \$90.00 for Others
Platform: Windows

Qualtrics - Surveys

Prepare surveys and work with the results.
Wednesday 29th March, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff / Students
Platform: Web Browser

SPREADSHEETS

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.
Tuesday 7th March, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / Students / \$90.00 for Others
Platform: Windows

Excel Mac - Manipulating University Data

Break up account codes, join together names, and rearrange data into a tidy rectangle that is easy to work with in Excel. As well as general Excel users, this course is specifically useful to people using Business Objects and Finance One.
Thursday 9th March, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / \$90.00 for Others
Platform: Macintosh

Excel PC - Improving Charts and Graphs

For those already familiar with the technical steps of making basic graphs in Excel, this course covers making good graphs.
Wednesday 8th March, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / \$90.00 for Students / Others
Platform: Windows

Excel Mac - Improving Charts and Graphs

For those already familiar with the technical steps of making basic graphs in Excel, this course covers making good graphs.
Thursday 23rd March, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / \$90.00 for Students / Others
Platform: Macintosh

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.
Monday 13th March, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / \$90.00 for Students / Others
Platform: Windows

Excel Mac - 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.
Tuesday 14th March, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / \$90.00 for Students / Others
Platform: Macintosh

TEACHING TOOLS

Otago Capture - Editing Lecture Recordings

Otago Capture is the system for recording lectures in the larger lecture theatres. This course focuses on working with recordings made by Otago Capture.
Friday 3rd March, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

TECHNICAL

If you have a technical course enquiry please contact Anne Johnston - anne.johnston@otago.ac.nz

Book online or read more at: otago.ac.nz/it-training