



IT Training Monthly

Information about IT Training courses at the University of Otago

Information Technology Services
Te Ratonga Parongo me te Hangarau

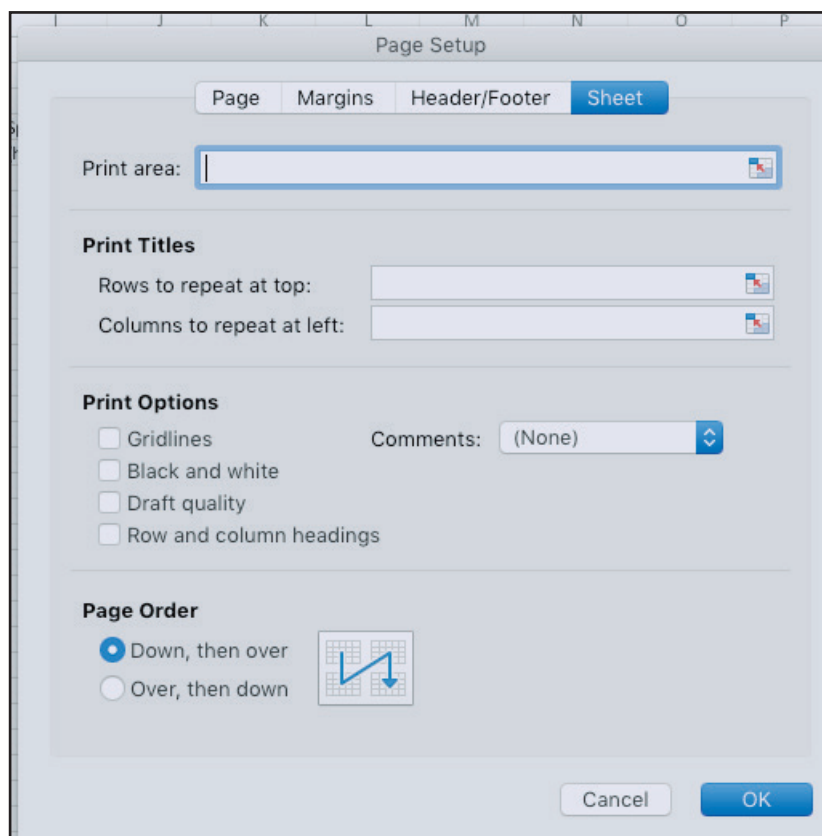
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Documents for Meetings

When presenting Excel files in meetings, a common plan is to turn them into a PDF first. This creates electronic sheets of paper that fixes all of the information in place. In order to make best use of the technology, there are a few things to bear in mind.

1. Each Sheet in an Excel file can have different page layout settings. This means that if you wish to share multiple sheets, some of the sheets could be landscape and some could be portrait.
2. If people are going to be working with the pdf files electronically, one option is to “print” to a pdf using a larger sheet of paper than you normally would. In this plan, you can fit more information on a single page than normal and people use pdf viewing zoom tools to zoom in and out of the sheet. This mimics the electronic way of working with Excel, however if the pdf is printed it can mean that the contents are too small to read on the paper page.



Documents for Meetings (continued)

- An alternative plan, better suited when the pdf is to be printed on paper, is to create the pdf at a natural viewing size of paper. In this case the content can spill onto several pages, so it is strongly recommended to use the Page Setup area to define Titles. This identifies rows or columns to print at the top (or left in the case of columns) of each page after the first.

The screenshot shows the Microsoft Excel interface with the 'Page Layout' ribbon selected. The 'Choose Page Size' dropdown menu is open, displaying a list of paper sizes. The 'A4 210 x 297 mm' option is highlighted in green. The background spreadsheet contains data for 'Party Votes and Turnout by Electorate' and 'Valid Votes'.

Electoral Dist	Ordinary Vote (a)	Special Vote (b)	Valid Vote (c)
Auckland Cen	21627	6530	28
Bay of Plenty	32942	3645	36
Botany	29536	4020	33
Christchurch	28913	5351	34
Christchurch	28484	4005	32
Clutha-South	30759	3470	34
Coromandel	34235	3696	37
Dunedin Nor	30285	4747	35
Dunedin Sou	34435	3193	37
East Coast	31814	3465	35
East Coast B	28960	4008	32
Epsom	30700	6882	37
Hamilton Eas	30136	4631	34
Hamilton We	29749	3921	33
Helensville	29737	5624	35
Hunua	31611	4265	35
Hutt South	34490	4472	38
Ilam	30527	4777	35
Invercargill	31572	2541	34
Kaikōura	33186	3483	36
Kelston	25516	5185	30
Mana	32009	4629	36
Māngere	22622	4716	27338
Manukau Ea	22149	4420	26569
Manurewa	22604	4886	27490
Maungakieki	28670	5891	34561
Mt Albert	30194	6552	36746
Mt Roskill	28828	5093	33921
Napier	32758	3702	36460

To find out more useful tips when converting documents to pdfs check out this course -

Documents for Meetings

Wednesday 12 April, 9.00 am - 11.00 am

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

Platform: Windows

IT TRAINING COURSES COMING UP IN APRIL 2017

Document Processing, Database, File & Information Mgmt , and Graphics & Audio Visual courses

DOCUMENT PROCESSING

Word Mac - Text Alignment

Align text with built-in or custom tab stops; create bulleted and numbered lists and learn how to insert and modify tables.

Tuesday 11th April, 9:00am - 10:00am

Campus: Dunedin

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

Platform: Macintosh

Documents for Meetings

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

Wednesday 12th April, 9:00am - 11:00am

Campus: Dunedin

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

Platform: Macintosh

DATABASE

SQL - Queries

Learn the general structure of SQL, a language common to many database programs.

Thursday 13th April, 9:00am - 11:00am

Campus: Dunedin

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

Platform: Macintosh

EndNote Mac - Introduction (Staff)

This is two, 2 hour sessions, one week apart. Attendees must attend both sessions. Learn all the basics of working with EndNote X7.5. Create and edit references. Manage PDFs. Import references from other sources. Use in-text citations in Word to compile a bibliography automatically.

Wednesday 26th April and 3rd May, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / \$150.00 for Others

Platform: Macintosh but works the same on Windows

FILE AND INFORMATION MANAGEMENT

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.

Monday 3rd April, 2:00pm - 4:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Windows

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 5th April, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff

Platform: Macintosh

GRAPHICS AND AUDIO VISUAL

Audacity - Editing Sound Files

Use this free program (Mac, PC or Linux) to improve audio files for distribution: cut unwanted pauses, decrease background noise, and save file in various formats.

Thursday 27th April, 1:00pm - 2:00pm

Campus: Dunedin

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

Platform: Windows but works the same on Macintoshes

Windows Movie Editing

Prepare video recordings for teaching. Turn digital photos, music and video into movies. Edit digital video content.

Tuesday 11th April, 2:00pm - 4:00pm

Campus: Dunedin

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

Platform: Windows

Editing Image Sizes

Make use of various free software programs to adjust the dimensions and file size of images to use in documents or web pages.

Thursday 27th April, 9:00am - 10:00am

Campus: Dunedin

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

Platform: Windows but works the same on Macintoshes

IT TRAINING COURSES COMING UP IN APRIL 2017

Internet, Spreadsheets, Teaching Tools and Technical courses

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.

Wednesday 26th April, 9:00am - 11:00am, OR

Tuesday 4th April, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

SPREADSHEETS

Excel PC - Tracking Projects

Use a combination of formatting and calculations for keeping track of projects over time.

Monday 10th April, 1:00pm - 2:00pm

Campus: Dunedin

Cost: Free for Staff / \$45.00 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.

Monday 3rd April, 1:00pm - 3:00pm

Campus: Dunedin

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

Platform: Windows

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 28th April, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

TECHNICAL

Coming up in May -

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 9th May - Thursday 11th May, 9:00am - 5:00pm

Campus: Dunedin

Cost: \$1,995.00 for Staff / \$1,995.00 for Students / Others

Platform: Macintosh

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