IT Training Monthly: July 2017, Issue 181

Student Courses

IT Training offer heavily subsidised training to Students in a number of software packages. While Students can attend almost any course, the Student courses on offer are far cheaper as these are funded by Student IT.

Courses range from a basic kick start in Word or Excel (on both Mac & PC platforms), to Making Posters, PowerPoint for Assignments or an introduction to statistical packages SPSS and R.

Our ever popular Word Thesis Formatting and EndNote Overview courses fill very quickly but both run several times throughout the year. Most other Student courses run at least once each semester.

Some of the topics included are:

- EndNote - Introduction
- Excel - Kick Start
- Making Posters
- R – Data Analysis Walkthrough
- SPSS - Quick Intro
- Word - Adding Pictures & Captions
- Word - Headings & Table of Contents
- Word - Thesis Formatting

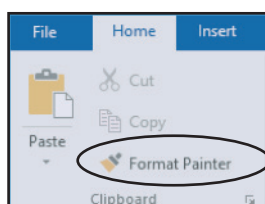**See a full list of Subsidised Student courses offered on our web pages:**

otago.ac.nz/its/services/training/courses

Format painter

To copy and paste any formatting (including a style), you can use the **Format Painter.**

Click on text with formatting you want to re-use. Go to the **Home** tab ➔ **Clipboard** group and press **Format Painter**. Then click into the new text where you'd like to apply it.

Double-click the Format Painter to use it repeatedly. Click wherever you want to apply it, and when you want to stop using it, press it again or press the **Escape** key on your keyboard.

Christchurch & Wellington Student Training

The IT Training team travel to our Christchurch and Wellington Campuses to deliver student training each year. Courses are identified on our webpages with the campus name after the topic. Alternatively, please contact either Stephen Sharp (Christchurch School of Medicine) or Trevor Williams (Wellington School of Medicine). **These courses are fully funded.**

Booking a class

Student bookings can be done online by credit card (or in person by cash or Eftpos at ITS Reception). Classes are limited to 10 places.

Group Booking

Departments may also choose a group booking in our purpose built Training rooms, using our existing courses or tailoring these to suit your requirements. Alternatively, some departments hire our training rooms to deliver specialized training themselves. For pricing please email - it.training@otago.ac.nz

Online Training

GoSkills.com

IT Training have FREE annual licences available for all staff and students to GoSkills, an online training resource for PC and Mac users. Accessible from any computer, tablet or mobile device with an internet connection, topics range from various software applications such as Photoshop and KeyNote to other professional skills like public speaking and business writing. Further topics are being added regularly.

IT TRAINING COURSES COMING UP IN JULY 2017
Blackboard, Document Processing, Database, and File and Information Management courses

BLACKBOARD

Blackboard - Demonstration

A 45-minute demonstration of key features of Blackboard, from the point of view of a student and a tutor. Bookings are not necessary, but we recommend you attend this demo before the other hands-on courses.
Demos are held in the ITS Building (over the Leith). Room confirmed on the day.
Thursday 6th July, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

Blackboard - Getting Started

Hands-on practice from the perspective of student and tutor. Login, work with announcements, course documents, tasks, calendar events, and communication.
Tuesday 4th July, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

Blackboard - Delegated Marking

Delegated Marking focus on the distribution of assignments to staff when marking the assignments online via Blackboard
Monday 10th July, 10:30am - 11:30am
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

Blackboard - Grade Centre

Manage student marks. Review and mark online work. Upload and download grades. Set Grade display options and explore tools for identifying students with potential problems. Prerequisite is Blackboard Introduction or use of Blackboard on a regular basis.
Monday 31st July, 1:00pm - 2:30pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

DOCUMENT PROCESSING

Word PC - Working with Graphics

Create SmartArt diagrams; insert and modify pictures; draw and modify shapes.
Thursday 6th July, 3:00pm - 4:30pm
Campus: Dunedin
Cost: Free for Staff / $67.50 for Students / Others
Platform: Windows

Word PC - Text Alignment

Align text with built-in or custom tab stops; create bulleted and numbered lists and learn how to insert and modify tables.
Monday 31st July, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff / $45.00 for Students / Others
Platform: Windows

Word Mac - 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.
Monday 3rd July, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff / $45.00 for Students / Others
Platform: Macintosh

DATABASE

Access PC - Queries and Relationships

Define relationships between tables; set up queries to search across multiple tables.
Monday 24th July, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $90.00 for Students / Others
Platform: Windows

FILE AND INFORMATION MANAGEMENT

OURDrive - Introduction

This is a two hour introduction to OURDrive, the university's electronic records management system.
Tuesday 4th July, 9:00am - 11:00am, OR
Thursday 20th July, 2:00pm - 4:00pm
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.
Tuesday 18th July, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff
Platform: Windows

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

IT TRAINING COURSES COMING UP IN JULY 2017
Graphics and Audio Visual, Internet, Macintosh, Spreadsheets and Technical courses

GRAPHICS AND AUDIO VISUAL

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.
Tuesday 6th June, 9:00am - 10:00am
Campus: Dunedin
Cost: Free for Staff / $45.00 for Students / Others
Platform: Windows but works the same on Macintoshes

INTERNET

University Blogs - Demonstration

This 30 minute demonstration covers setting up a website for a small group/ occasion. Bookings are not necessary, but we recommend that anyone planning to attend the hands-on introductory course attend the demo first.
Tuesday 11th July, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

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 July, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

MACINTOSH

Using a Macintosh

Using the latest version of the Macintosh operating system, customise the Desktop and Dock; organise files and folders, manage applications; connect to printers and other computers.
Tuesday 4th July, 3:00pm - 5:00pm
Campus: Dunedin
Cost: Free for Staff / $90.00 for Students / Others
Platform: Macintosh

SPREADSHEETS

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 July, 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. More information on courses available to follow.

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