



Human Resources  
Te Wāhanga Matua Pūmanawa Tangata

# IT Training and Development Monthly

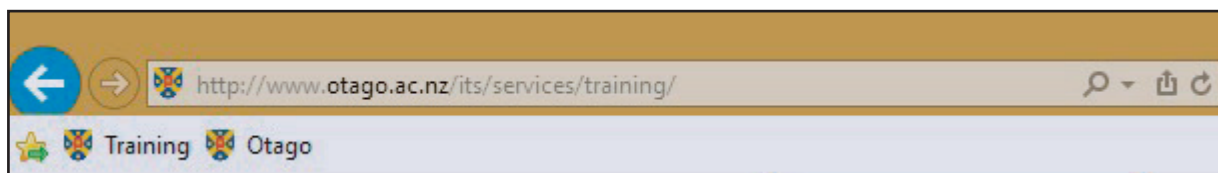
Information about IT Training and Development courses at the University of Otago

it.training@otago.ac.nz  
(03) 479 8466  
otago.ac.nz/it-training

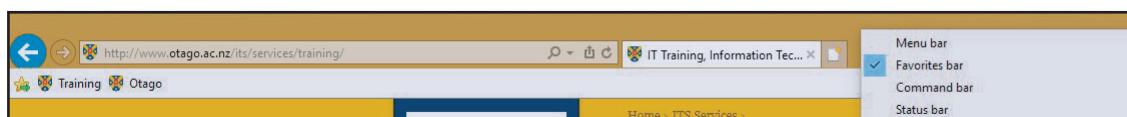
IT Training and Development Monthly: March 2018, Issue 188

## Internet Explorer (IE) bookmark toolbar

A bookmark toolbar allows you to organise and find your favourite websites quickly. In your web browser, this toolbar sits just between the Address bar and the web page window.



To display this in IE, right-click at the top of the window (not on the page) and put a tick beside **Favourites bar**.



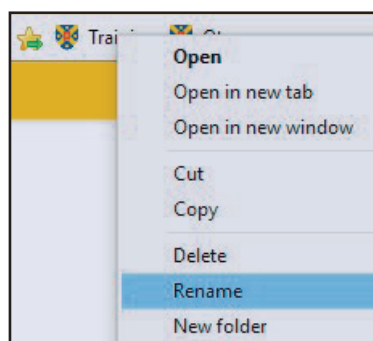
### Add a bookmark to Favourites bar

To add a page/site to the bar, press the yellow star with the green arrow on it that appears on the far left of the **Favourites bar**. Alternatively, drag and drop the icon to the left of the URL text from the Address bar onto the **Favourites bar**.



### Rename or delete bookmark

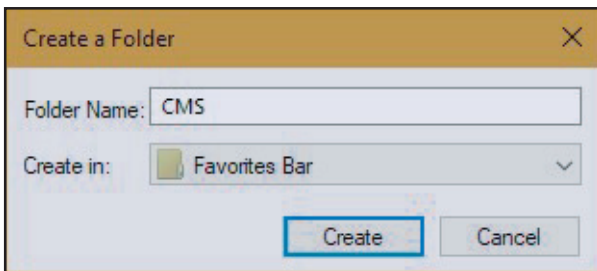
Right-click on the bookmark name and choose **Rename** or **Delete**.



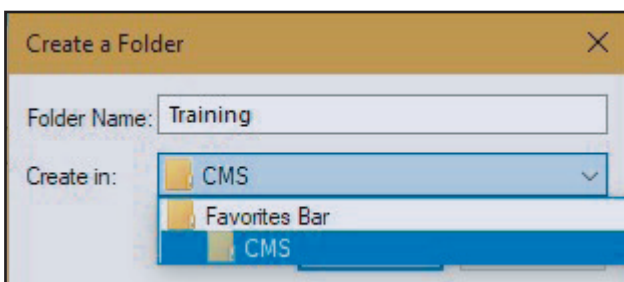
## Internet Explorer (IE) bookmark toolbar (continued)

### Create folders for the Favourites bar

Right-click a bookmark in the **Favourites bar**, and select **New folder**. Give it a name, and click on **Create**.

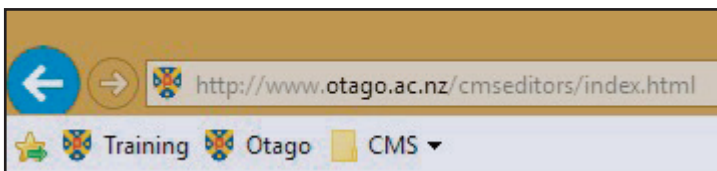


To create a sub-folder, right click on the folder and choose **New folder** again. Then ensure you are creating it in the right location before clicking on **Create**.

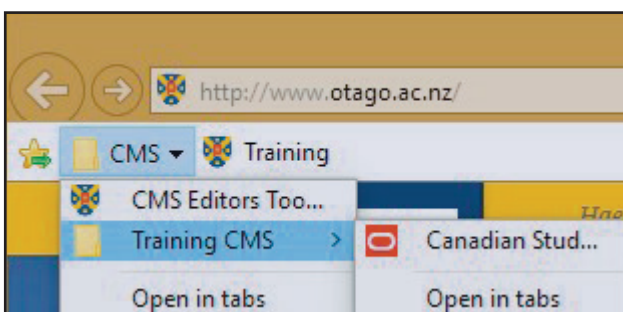


### Add a bookmark to the folder

Drag and drop the page from the Address bar (selecting the icon to the left of the URL text) directly onto the folder. Alternatively, press the yellow star on the far left of the toolbar to create a new bookmark, and then drag and drop it into the correct folder.



Click on the folder name to view its contents.



For more information on **Internet Explorer**, **Chrome**, **Safari**, and **Firefox** bookmark toolbars go to:

<https://podcasts.otago.ac.nz/training/bookmark-toolbars>

# IT TRAINING AND DEVELOPMENT COURSES IN MARCH 2018

Database, Doc Proc, Email/Comms, File / Info Mgmt, Graphics, Internet & Presentation courses

## DATABASE

### EndNote Mac - For Research and Writing

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

Tuesday 13th and 20th March, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students

Platform: Macintosh but works the same on Windows

## DOCUMENT PROCESSING

### Word Mac - Thesis and Long Documents

Learn advanced features of Word to help prepare a thesis or long document. This is two, 2-hour sessions, one week apart. Students must attend both. Course uses Word 2016.

Wednesday 14th and 21st March, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$150.00 for Others

Platform: Macintosh

### Word and Endnote PC - Preparing a Literature Review

A short, focused, course on the key elements of using Endnote and Microsoft Word to prepare a literature review

Thursday 8th March, 1:00pm - 2:00pm

Campus: Dunedin

Cost: Free for Staff / \$4.35 for Students

Platform: Windows

### Word PC - Adding Pictures and Captions

Learn how to insert a picture, change the way the picture is positioned; create a table in Word. Once you have objects such as these in your document, learn how to put captions on for your reader.

**PC** - Tuesday 6th March, 1:00pm - 2:00pm

**Mac** - Tuesday 27th March, 9:00am - 10:00am

Campus: Dunedin

Cost: Free for Staff / \$4.35 for Students

Platform: 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 8th March, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$90.00 for 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 15th March, 9:00am - 10:00am

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

### OURDrive - Demonstration

This is a 50 minute demonstration on OURDrive, the university's electronic records management system. 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.

Wednesday 28th March, 1:00pm - 2:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

## GRAPHICS

### 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 27th March, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$90.00 for Others

Platform: Windows but works the same on Macintoshes

## INTERNET

### Google Analytics - Understanding Reports

Many university web systems can provide reports of usage via Google Analytics. This course covers setting up and understanding Google Analytics reports.

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

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$90.00 for Others

Platform: Web Browser

## PRESENTATION

### PowerPoint Mac - Basic Presentations

Work with outlines and layouts, text, graphics and design themes. Explore printing and slideshow delivery options.

Monday 12th March, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$90.00 for Others

Platform: Macintosh

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

# IT TRAINING AND DEVELOPMENT COURSES IN MARCH 2018

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

### RESEARCH TOOLS

#### 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.

Tuesday 27th March, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students

Platform: Windows

#### 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.

Wednesday 7th March, 1:00pm - 3:00pm OR

Thursday 15th March, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$90.00 for Others

Platform: Macintosh but works the same on Windows

### SPREADSHEETS

#### Excel PC - Kick Start

Learn the basics of Excel spreadsheets (creation, navigation and editing), as well as an introduction to formulas, functions and charts.

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

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$90.00 for Others

Platform: Windows

#### Excel - Enhancing Charts and Graphs

For those already familiar with the technical steps of making basic graphs in Excel, this course covers making good graphs.

**PC** - Wednesday 7th March, 9:00am - 11:00am

**Mac** - Thursday 22nd March, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$90.00 for 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 12th March, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$90.00 for Others

Platform: Windows

#### Excel - 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.

**Mac** - Tuesday 13th March, 1:00pm - 3:00pm

**PC** - Monday 26th March, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$90.00 for Others

Platform: Macintosh

#### 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.

Tuesday 6th March, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff

Platform: Macintosh

#### 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.

Tuesday 13th March, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students

Platform: Macintosh

### TEACHING TOOLS

#### eReserve - create your reading lists for students

This course teaches you how to use eReserve, the University's new, mandatory way to provide in-copyright materials to students.

Tuesday 6th March, 1:00pm - 2:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

### TECHNICAL

For technical course enquiries please contact Anne Johnston - [anne.johnston@otago.ac.nz](mailto:anne.johnston@otago.ac.nz)

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