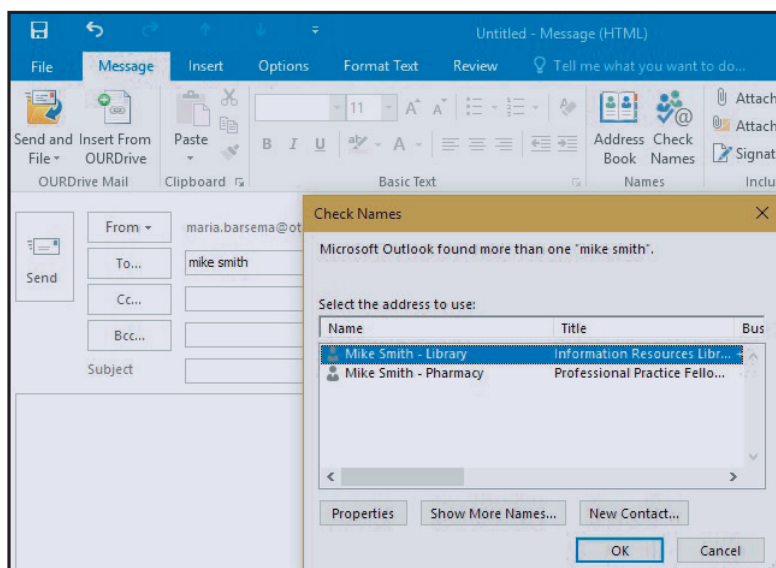IT Training and Development Monthly: April 2018, Issue 189
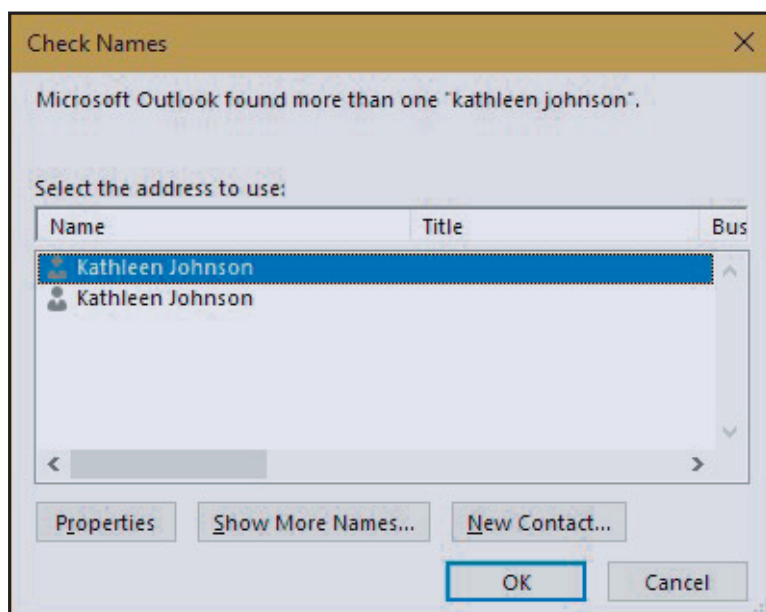
Checking Names in Outlook

When sending emails to people, sometimes it can be hard to know if it is the right person.

When possible, Outlook includes extra information to help you out.

In this example, typing 'mike smith' on the **To** line, and pressing the **Check Names** button (shortcut: Ctrl+K) on the **Message** tab in the ribbon brings up a fairly clear distinction of who is who.
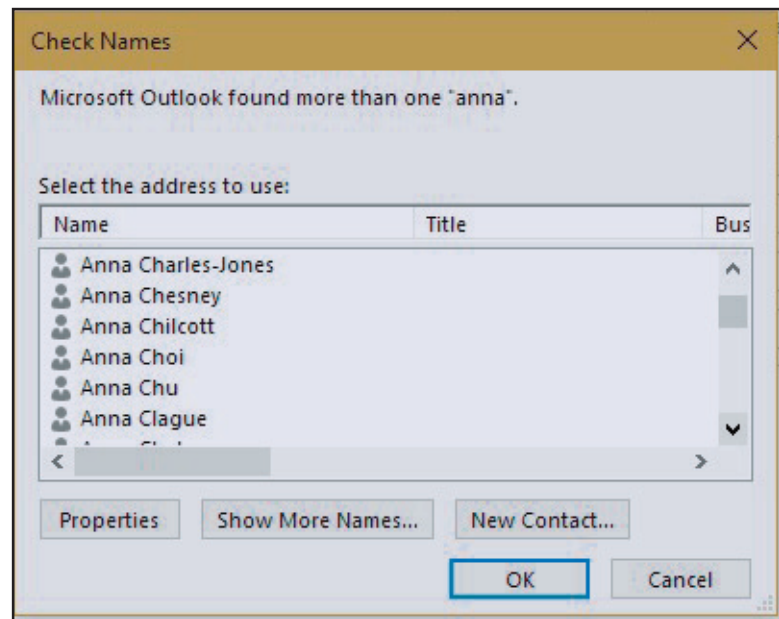

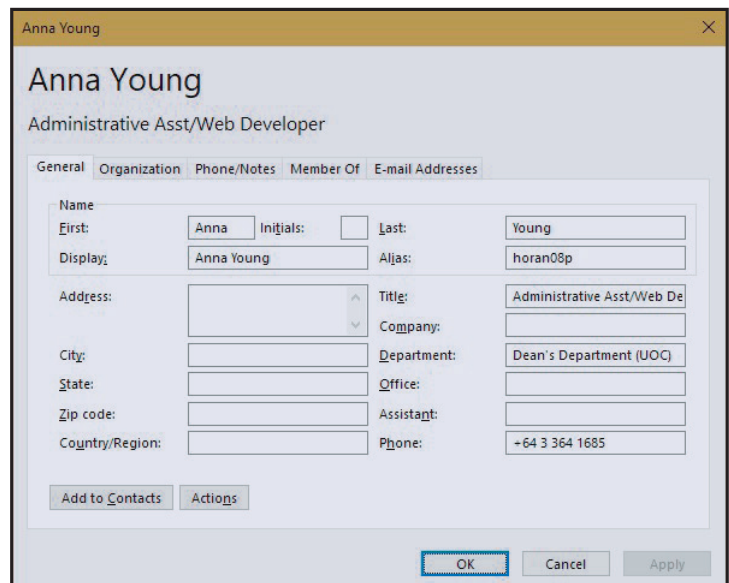But other times, it may not be so obvious.

If you aren't totally sure about a person's name, you can type in the first name, for example, and view a list of people with the same first name (after waiting a while or clicking on the **Check Names** button).

In any of these cases, you can select a name and press the **Properties** button to find out if you have the right person.

If you have sent an email to someone in the past, their name will appear in the **To** box as you are typing.

To select them, click on their name.

If you no longer want their name to be suggested in this way, click on the cross to the right to remove it.
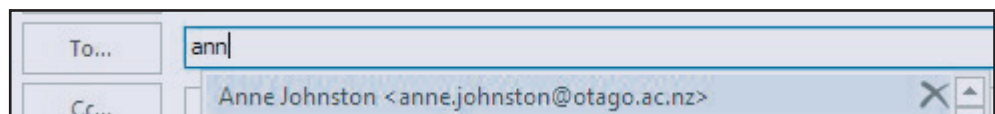
If you find you are receiving emails intended for another person with the same name, please contact the ITS Service Desk for options on how best to rectify this.

Email: its.servicedesk@otago.ac.nz

IT TRAINING AND DEVELOPMENT COURSES IN APRIL 2018
Database, Document Processing, File / Information Management, Graphics and Internet courses

DATABASE

EndNote PC - 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 X7.4. Create and edit references. Manage PDFs. Import references from other sources. Use in-text citations in Word to compile a bibliography automatically.
Tuesday 17th April and 24th April, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students
Platform: Windows but works the same on Macintoshes

SQL - Queries

Learn the general structure of SQL, a language common to many database programs.
Tuesday 17th April, 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

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 10th April, 9:00am - 10:00am
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Macintosh

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.
Thursday 26th April, 9:00am - 10:00am
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Windows

Word PC - Headings and Table of Contents

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.
Friday 27th April, 9:00am - 10:00am
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Windows

Word Mac - Headings and Table of Contents

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.
Friday 27th April, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Macintosh

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.
Monday 30th April and 7th May, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $150.00 for Others
Platform: Macintosh

FILE AND INFORMATION MANAGEMENT

OURDrive - Introduction

This is a two hour introduction to OURDrive, the university's electronic records management system.
Thursday 19th April, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

GRAPHICS

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 26th April, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for 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 17th April, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for 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 26th April, 9:00am - 10:00am
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for 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.
Friday 20th April, 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 AND DEVELOPMENT COURSES IN APRIL 2018
Macintosh, Research Tools, Spreadsheets, and Technical courses

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.
Monday 16th April, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh

RESEARCH TOOLS

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.
Friday 20th April, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh but works the same on Windows

R - Tabular Data Workshop

A bring-your-own workshop to enhance analysing tabular data in R.
Thursday 19th April, 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

NVivo - Basics

This introductory hands-on course is designed to familiarise you with the NVivo workspace, discuss the use of NVivo within qualitative research and learn the most common functions of this sophisticated piece of software.
Monday 30th April, 9:00am - 5:00pm
Campus: Dunedin
Cost: $300.00 for Staff / Students / Others
Platform: Windows

SPREADSHEETS

Excel PC - Complete Beginners

Learn the basic essentials for using Excel - create and save workbooks, add and save data, navigate through spreadsheets, insert and delete cells, and use the Fill Handle. Format cells, rows and columns; change the appearance of font and add borders and colours to cells.
Tuesday 24th April, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Windows

Excel Mac - Formatting

Format cells, rows and columns; convert your data into a table; change the appearance of font and add borders and colours to cells
Wednesday 11th April, 9:00am - 10:00am
Campus: Dunedin
Cost: Free for Staff / $45.00 for Students / $45.00 for Others
Platform: Macintosh

Excel PC - Tracking Projects

Use a combination of formatting and calculations for keeping track of projects over time.
Thursday 12th April, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Windows

TECHNICAL

Courses coming up include -

- 20697-2 Deploying and Managing Windows 10 Using Enterprise Services
- MacOS High Sierra 101 OS X Support Essentials 10.13 - Apple Certified Training

For all technical course enquiries please contact Anne Johnston - anne.johnston@otago.ac.nz

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