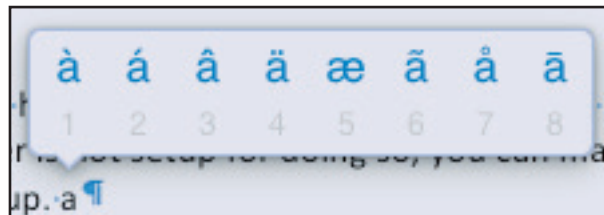# MACRONS

Knowing how to type macrons is an important part of spelling words in New Zealand. If your computer is not set up for doing so, you can make your life easier by making a few changes.
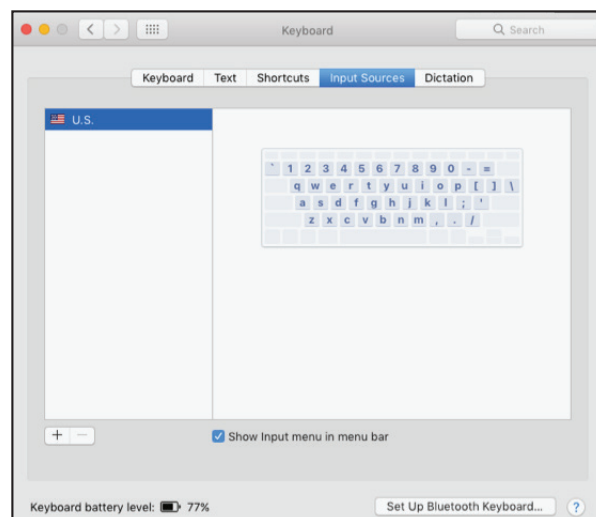
Macintosh

On newer Macs set to standard US/NZ keyboards, if you hold down the key as you are typing, after a moment a list of vowel variations will appear.

Type the number of the variation you want. In this case, you would type "8"

For faster typists, you can configure your keyboard to type macrons directly. (so you do not have to wait for the popup).
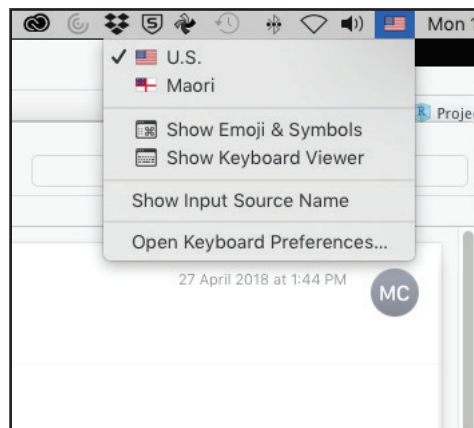
Macrons (continued)

In System Preferences, choose **Keyboard**, then **Input Sources**:

Click the **plus sign +**, choose 'Maori', and click **Add.**

If "**Show input menu**" on the "Input Sources" screen is ticked, you will get a drop down keyboard menu at the top of the screen.

When the Maori keyboard is active, hold down the Option key while typing the vowel. This will add in the macron.

Macron instructions for Windows users will feature in the June newsletter.

IT TRAINING AND DEVELOPMENT COURSES IN MAY 2018
Blackboard, Database, Doc Proc, Email/Comms, File / Info Mgmt, Graphics & Internet courses

BLACKBOARD

Blackboard - Student Content Contribution

Set up the communications tools - discussion forums, blogs, journals and wikis - and use from the perspective of students and tutor.
Wednesday 30th May, 9:00am - 10:00am
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

DATABASE

EndNote - 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 EndNote X7.4. Create and edit references. Manage PDFs. Import references from other sources. Use in-text citations in Word to compile a bibliography automatically.
PC -Friday 18th May and 25th May, 1:00pm - 3:00pm
Mac - Tuesday 22nd May and 29th May, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students

Access PC - Introduction

Learn database terminology; plan and create a database; define fields and data types.
Tuesday 29th May, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Windows

DOCUMENT PROCESSING

Word - 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.
PC - Tuesday 22nd May and 29th May, 1:00pm - 3:00pm
Mac - Wednesday 30th May and 6th June, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $150.00 for Others

Documents for Meetings

Learn specific techniques to turn documents into PDFs for meeting distribution.
Tuesday 15th May, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh

EMAIL/COMMUNICATIONS

Outlook PC - Calendars and Meetings

Create appointments and events; share calendars. Set up meetings, checking attendee/room availability; manage meeting invitations.
Thursday 3rd May, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Windows

FILE AND INFORMATION MANAGEMENT

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.
Tuesday 22nd May, 11:00am - 12:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

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 Drop-Box 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.
PC - Tuesday 15th May, 9:00am - 11:00am
Mac - Thursday 24th May, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff

GRAPHICS

iMovie - Editing Videos

Deliver video for teaching via CD/DVD ROM and the Internet. Turn digital photos, music and video into movies. Edit digital video content.
Wednesday 23rd May, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh

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.
Friday 4th May, 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

Making Posters

Present results of studies and experiments at conferences and within departments, using graphics and text in the university style.
Wednesday 16th May, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Windows but works the same on Macintoshes

INTERNET

University Blogs - Introduction

Learn about the key parts of the blog service; set up pages, post news items, add files, and manage access.
Thursday 3rd May, 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 MAY 2018
Macintosh, Presentations, Research Tools, Security, Spreadsheets, and Technical courses

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.
Tuesday 22nd May, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
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.
Monday 14th May, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

MACINTOSH

Macintosh Workflow Timesavers

There are a wide variety of ways to automate repetitive tasks using a Macintosh. This course explores what options are available to have the computer work for you.
Thursday 24th May, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh

PRESENTATIONS

PowerPoint Mac - Advanced Features

Insert videos or sound files, or record over the presentation. Add tables and charts. Put in animations and transitions.
Wednesday 23rd May, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $90.00 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 25th May, 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

R - Reproducible Research

For those who already use R (or have a familiarity equal to the R - Statistics Overview or R - Data Analysis Walkthrough courses), this course focuses specifically on using Rmarkdown in RStudio to create formatted written documents with chunks of R code embedded in them, that can be turned into webpages or Word documents.
Monday 14th May, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students
Platform: Macintosh but works the same on Windows

SECURITY

Stopping Spam and Viruses

Protect your information through a mix of exercises and guidelines.
Friday 18th May, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students
Platform: Windows but works the same on Macintoshes

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.
Tuesday 8th May, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Windows

Excel PC - Formatting

Format cells, rows and columns; convert your data into a table; change the appearance of font and add borders and colours to cells
Tuesday 15th May, 9:00am - 10:00am
Campus: Dunedin
Cost: Free for Staff / $45.00 for Students / $45.00 for Others
Platform: Windows

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.
Thursday 31st May, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students
Platform: Macintosh

TECHNICAL

20697-2 - Deploying and Managing Windows 10 Using Enterprise Services

This 5-day course provides administrators with the knowledge and skills needed to deploy and manage Windows 10 desktops, devices, and applications in an enterprise environment.
Monday 21st May - Friday 25th May, 9:00am - 5:00pm
Cost: $3,500.00 for Staff / Students / Others

Designing Modern Forms & Workflows with Microsoft PowerApps & Microsoft Flow

This course will teach participants how to design, build and publish modern mobile first and interactive forms using Microsoft PowerApps and how to integrate custom workflows using Microsoft Flow.
Monday 28th May - Tuesday 29th May, 9:00am - 5:00pm
Cost: $1600.00 for Staff / Students / Others

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