



IT Training and Development Monthly

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

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June 2018, Issue 191

Setting up Macrons on Windows 7

Before you set this up, check which version of Windows you are using, as these instructions for Windows 7 are slightly different than the ones for Windows 10. Windows 10 will be covered next month.

Look in the bottom left corner of your monitor and check which of these start button symbols you see. For these instructions, it should be the symbol on the left.

Windows 7



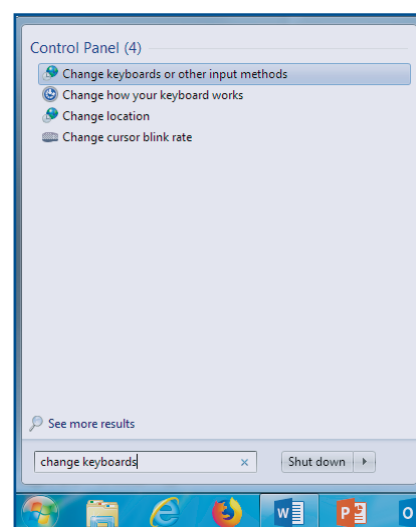
Windows 10



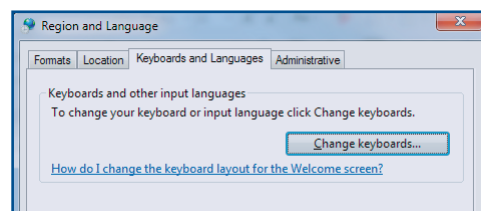
Change keyboard

Press the **Start** Button. In the Search box, type "**change keyboards**".

Select **Change keyboards or other input methods** from the list.

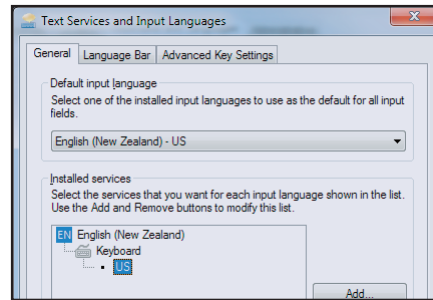


Then click on **Change keyboards** in the **Keyboards and Languages** tab of the **Region and Language** window.

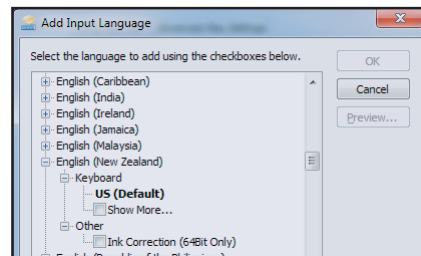


Setting up Macrons on Windows 7 (continued)

In the next window, it should show the **General** tab, with your current language and keyboard. Select the keyboard language and then press **Add**.



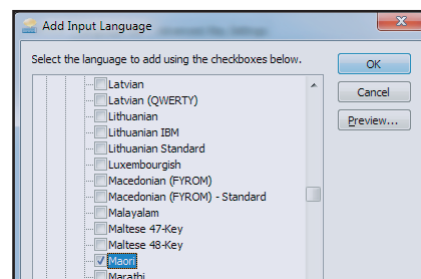
Find **English (New Zealand)** in the next window and under **Keyboard**, press **Show More**.



Scroll up to find **Māori**. Select it and click **OK**.

Click **OK** to close that window.

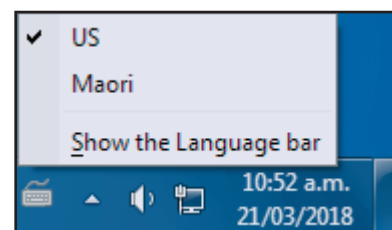
Then click on **OK** in the **Region and Language** window to close that one as well.



Keyboard selector

In the bottom right corner of your screen you should see a small keyboard. Click on it to select the **Māori** option.

NOTE: You may need to reset this after restarting your computer or changing to a different application.



Apply macrons as you type

When you come to a vowel requiring a macron, press the accent key in the top left the keyboard. (This usually has two symbols on it: ` and ~):

Then type the vowel. So ` and then "a" would give you: **ā**.

Ā would appear if you pressed the **Shift** key before typing "a".



IT TRAINING AND DEVELOPMENT COURSES IN JUNE 2018

Blackboard, Database, Doc Processing, File / Information Management, and Graphics courses

BLACKBOARD

Blackboard - Preparing Tests, Surveys, and Assignments

Prepare online assessments. Create and modify pools of questions, and assemble a selection into a test or survey. Make the test available to students, or set up assignment areas where students can drop in work for marking.

Friday 15th June, 9:00am - 12:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

Blackboard - Online Marking

A 1 hour hands-on assessment of marking directly online via Blackboard.

Friday 22nd June, 9:00am - 10:00am

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

Blackboard - Anti-Plagiarism

The University has made the SafeAssign system available for checking student work for indications of plagiarism.

This system is available via Blackboard, but you do not have to use Blackboard to use SafeAssign.

This course provides an overview of SafeAssign.

Tuesday 26th June, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

DATABASE

FileMaker - Introduction

Define fields, enter data, browse records, perform searches, create layouts and simple reports.

Tuesday 12th June, 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

DOCUMENT PROCESSING

CV Formatting Workshop for Staff

Lunchtime workshop for Staff to set up CV and Cover Letter documents using Word (Mac or PC). Come into the Training Room and set up the basis of your CV and cover letter ready for your job application. Take it away with you by emailing a copy to yourself or saving to an external device.

You may find it beneficial to attend the SSR CV Preparation Workshop prior to attending this session.

Thursday 7th June, 1:05pm - 2:00pm OR

Wednesday 20th June, 12:05pm - 1:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Windows

Word Mac - Working with Graphics

Create SmartArt diagrams; insert and modify pictures; draw and modify shapes.

Wednesday 13th June, 9:00am - 10:30am

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$67.50 for Others

Platform: Macintosh

Word PC - Thesis and Long Documents

This is two, 2 hour sessions, one week apart. Attendees must attend both sessions. Learn skills for creating long documents. Add styles, sections, headers and footers, tabs, paragraphs, table of contents. Also footnotes, charts, tables, images and a table of figures.

Tuesday 12th and 19th June, 1:00pm - 3:00pm

Campus: Dunedin

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

Thursday 28th June, 1:00pm - 2:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

OURDrive - Introduction

This is a two hour introduction to OURDrive, the university's electronic records management system.

NOTE: It is recommended that you wait until development has begun on your OURDrive site before attending this course.

Monday 25th June, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

GRAPHICS

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 5th June, 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

Windows Movie Editing

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

Thursday 7th June, 1:00pm - 3:00pm

Campus: Dunedin

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

Platform: Windows

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

IT TRAINING AND DEVELOPMENT COURSES IN JUNE 2018

Internet, Keyboard, Presentations, Research Tools, S/sheets, Teaching Tools & Technical courses

InDesign - Overview

Set up a publication, import and manipulate text and graphics, format text and print documents.

Tuesday 12th June, 1:00pm - 4:00pm

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students / \$125.00 for Others

Platform: Macintosh but works the same on Windows

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 15th June, 1:00pm - 3:00pm

Campus: Dunedin

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

Platform: Web Browser

KEYBOARDING

Touch Typing

Learn the fundamentals of touch typing. Get started in supervised sessions using a self-directed typing package.

Monday 18th June - Friday 29th June, 10:00am - 12:00pm (daily)

Campus: Dunedin

Cost: Free for Staff / \$280.00 for Students / \$280.00 for Others

Platform: Windows but works the same on Macintoshes

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 June, 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.

Wednesday 13th June, 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 - Tabular Data Workshop

A bring-your-own workshop to enhance analysing tabular data in R.

Tuesday 5th June, 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

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.

Wednesday 13th June, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff / \$8.70 for Students

Platform: Windows

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.

Wednesday 6th June, 1:00pm - 3:00pm

Campus: Dunedin

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

Tuesday 26th June, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

Zoom - Demonstration

Learn about the University's new tool for videoing meetings and classes. Bookings are not necessary.

Demos are held in the ITS Building (over the Leith). Room confirmed on the day.

Friday 22nd June, 1:00pm - 2:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

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.

Wednesday 27th June, 1:00pm - 2:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

TECHNICAL

For all technical course enquiries please contact -
IT Training and Development - it.training@otago.ac.nz

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