DROP IN COMPUTER WORKSHOPS

MONDAY, SEPTEMBER 21
12 P.M. - 1 P.M. WAYNECONNECT WSU E-MAIL
5 P.M. - 6 P.M. BLACKBOARD BASICS

TUESDAY, SEPTEMBER 22
12 P.M. - 1:30 P.M. MS WORD BIBLIOGRAPHY AND ENDNOTE CITATION BASICS
3 P.M. - 4 P.M. BLACKBOARD BASICS
5 P.M. - 6 P.M. LIBRARY SURVIVOR 101*

WEDNESDAY, SEPTEMBER 23
10 A.M. - 11 A.M. BLACKBOARD BASICS
12 P.M. - 1 P.M. MS WORD I: WORD PROCESSING BASICS
5 P.M. - 6 P.M. MS POWERPOINT I: PRESENTATION BASICS

THURSDAY, SEPTEMBER 24
10 A.M. - 11 A.M. BLACKBOARD BASICS
12 P.M. - 1:30 P.M. MS EXCEL I: SPREADSHEET BASICS

ALL SESSIONS ARE IN LAB B, SECOND FLOOR, UGL

This symbol denotes that a WSU Access ID and password are required for the session.

* LIBRARY SURVIVOR 101: Get the skills you need to succeed! Learn about the academic resources that are available through the Wayne State University Library website: online articles, books and other resources that are the types of sources your professors will expect you to use. With the help of your guide you will explore the library website, learn how to access your library account, visit the Student Technology Studio where you can get help with multimedia assignments, and visit the Information Desk at the UGL where you will meet friendly, helpful people to answer your questions.

Sessions are FREE and open to everyone unless otherwise noted. No registration is required. For more information call 313-577-8852.

The calendar is also available on our Web site. Bookmark it! www.lib.wayne.edu/services/instruction/workshops/

GET THE SKILLS YOU NEED TO SUCCEED!
SEPTEMBER DROP IN COMPUTER WORKSHOP DESCRIPTIONS

Blackboard Basics
Confused by Blackboard? If your instructor enrolled you in Blackboard, you'll need to know how to find announcements, course documents, the course syllabus, presentations, or links to websites. You may also need to use the communication tools like email, discussion board, and live chat. Bring your questions to this session.

Library Survivor 101
Get the skills you need to succeed! Learn about the academic resources that are available through the Wayne State University Library website: online articles, books and other resources that are the types of sources your professors will expect you to use. With the help of your guide you will explore the library website, learn how to access your library account, visit the Student Technology Studio where you can get help with multimedia assignments, and visit the Information Desk at the UGL where you will meet friendly, helpful people to answer your questions.

MS Excel I: Spreadsheet Basics
Learn to construct a simple spreadsheet, add formulas and formatting, create a chart and print, using MS Excel 2007. Requires basic Word 2007 proficiency.

MS PowerPoint I: Presentation Basics
Learn the basics of setting up a PowerPoint presentation with the 2007 release: become familiar with the PowerPoint work area; adding text and graphics to slides; using themes; and creating basic slide show transitions. Requires basic Word 2007 proficiency.

MS Word I: Word Processing Basics
This session includes an overview of the MS Office 2007 interface, including the Ribbon, Tabs, the Office Button and more. In addition you’ll receive a hands on introduction to word processing using Word 2007. If you aren’t familiar with the 2007 release, this is the workshop for you! Requires basic computer skills.

MS Word Bibliography and Endnote Lite Citation Basics
MS Word Bibliography is a fast way to create accurate cited lists and bibliographies using Microsoft Word 2007. You will find it easier to prepare your final bibliography if you keep track of each book, encyclopedia, or article you use as you are reading and taking notes.

Endnote is a software tool designed to assist users with the management of citations and the creation of papers according to journal requirements or other guidelines such as APA. Learn how to create and save reference libraries; import references from citation databases; and integrate citations into MS Word documents. Requires basic computer skills.

WayneConnect WSU E-mail
Wayne Connect is WSU's new communication and collaboration system. In this session, you'll learn how e-mail, calendars, address books, an online storage space, and powerful search capabilities come together in Wayne Connect's easy-to-use Web interface.

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http://www.lib.wayne.edu/services/instruction/workshops/