

LIBRARY WORKSHOPS 2011-2012

Register online at <https://training.georgiasouthern.edu> or Call (912) 478-5645 for assistance

Individuals interested in attending a library workshop may submit a request for a workshop to be conducted on a day/time that is suitable to personal schedules via the [University Training site](#). Look for the link on the blue navigation bar under the Eagle that says "Workshops by Appointment". Groups or classroom instructors may request tailored workshops using the [online facility request form](#). The workshop length is indicated in parentheses after each workshop title. Workshop enrollment is open to University faculty/staff and students. For more information or to register for a workshop, go online to <https://training.georgiasouthern.edu> or call the Information Desk for assistance (912) 478-5645.

Research Workshop Offerings

Accounting Databases (1 hour)

Participants will learn how to use CCH Accounting Research Manager and Internet Tax Research Network.

Campus Research / WestLaw (1 hour)

Participants will learn how to do legal research.

Citing Sources and Avoiding Plagiarism (1 hour)

Explores the meaning and scope of academic Integrity and includes strategies for avoiding plagiarism.

Federal Statistical Resources on the Web (1 hour)

This workshop introduces selected federal agency statistical resources on the Web (e.g., the 2000 Census).

Find Better Information, Get Better Grades (1 hour)

Learn how to find reliable and useful information for your projects.

Government Information Resources on the Web (1 hour)

This workshop introduces federal government Web resources (e.g, various databases and web sites) and search strategies.

Graduate Assistant Research Forum (1 hours)

Learn search techniques to assist faculty with professional and classroom research. Be sure to tell us your subject area to ensure the right subject specialist is assigned.

Introduction to Business Information Resources (1 hour)

Learn to search for business and economics articles, as well as company information.

Introduction to EBSCO Discovery Service (EDS) (1 hour)

Learn how to use this Google-like super search engine. **NEW**

Introduction to GALILEO Databases (1 hour)

This workshop introduces you to resources available through GALILEO databases, including how to access full-text articles.

Introduction to Journal Citation Reports (JCR) (1 hour)

Learn why the JCR is a helpful tool for determining the highest ranked journals for submission of articles, that once published, will be useful for career advancement in your discipline. Database covers 2008/2009 thus far.

Introduction to ICPSR (1 hour)

Learn how to find and access academic data.

Introduction to Lexis/Nexis-Academic (1 hour)

Workshop introduces Lexis/Nexis – databases covering news, business, legal, medical, business, and reference sources.

Introduction to Psychology Resources (1 hour)

Workshop introduces databases dedicated to psychology, as well as inter-disciplinary databases covering psychology.

Introduction to RefWorks & EndNote (1 hours)

Learn how to import references from databases and web pages, create and manage references lists, make and export bibliographies, share references, and compare to other CSMs.

Introduction to Wikipedia Editing and Contributing (1 hour)

Learn how to edit and contribute to Wikipedia pages. **NEW**

Research Project Clinic (1 hour)

Feeling overwhelmed? Work with your subject librarian to identify search terms, databases and other library and Internet resources.

Science and Technology Resources (1 hour)

Take a look at the library's GALILEO databases dedicated to science and technology research, especially the new additions to the line-up.

Web of Science (1 hour)

Learn about access to Science Citation Index, Social Sciences Citation Index, and Arts and Humanities Citation Index.

The Web: Can it be Trusted (1 hour)

Learn what resources can be trusted and avoid the garbage.

Thesis/Dissertation Formatting Guidelines (1 hour)

Learn how to use the ETD website.

Computer Workshop Offerings

Adobe Photoshop I: Basics Just the basics of Photoshop. (2 hours)

Participants will be introduced to beginner concepts like layers, cropping, selections, and general color adjustments. Participants are encouraged to bring their own image files, but stock files will be provided. Presented by the Center for Academic Technology Support (CATS).

Adobe Photoshop II: Intermediate (2 hours)

This workshop introduces participants to additional features of Photoshop, like brushes, color correction, cloning, masks, and blending. Don't worry – we will learn these tools the fun way: by altering pictures of friends and foes to create our own digital reality. Participants are encouraged to bring their own image files to manipulate (it's more fun that way), but stock files will be provided. Presented by the Center for Academic Technology Support (CATS).

Computer Maintenance 101 (1 hour)

Participants will learn tips (e.g., virus scanning, disk defragmenting, spyware and malware removal) to keep their computers running efficiently. Presented by the Center for Academic Technology Support (CATS).

Gmail & Calendar for Students (1 hour)

Learn how to use Gmail, Calendar & Talk to organize your academic life & Get Things Done. Tame your inbox, get your calendar on your mobile device, and hang out with friends on Google Talk. Beginners welcome! Presented by the Center for Academic Technology Support (CATS).

NEW

Google Docs for Students (1 hour)

Never Lose Your Work Again! Learn how you can use Google Docs to work on your file on any internet-connected device. PC, Mac, Android, iPad, whatever - you have access to your work. Even better, you can collaborate with other classmates, friends, and instructors on your docs. No more file attachments, no more meeting up at the Library to work on a presentation together. Now everyone can work on the same single doc, even at home and with bunny slippers on. Presented by the Center for Academic Technology Support (CATS). **NEW**

Google+ (Plus) (1 hour) NEW

Google+ is a new Social Network that tightly integrates into our entire Google Apps system on campus. It's similar to other social network sites like Facebook or Twitter, but has some powerful advantages that those do not. Most notable is that it's NOT Facebook - students and faculty can have a separate social space for academic, professional, and campus use without everyone and (literally) their mother on it. With Google+, you can share resources, engage in discussions, and share rich media with only the people you want. Finally, you can have video Hangouts with multiple people simultaneously, sharing content, your screen or videos. Learn about the incredible ways you can use this resource on campus - you already have it.

Introduction to Access I (2010 Edition) (2 hours)

Using the powerful relational database management system MS Access, participants will learn to create a database with tables, data types, primary keys and a simple query.

Introduction to Access II (2010 Edition) (2 hours)

Learn additional skills (e.g., how to handle the rule of normalization, multiple table relationships, and advanced queries) to modify your Access database.

Introduction to Access III (2010 Edition) (2 hours)

Learn to use the toolbox to design and modify a database with multiple designing objects (e.g, fonts, colors, alignment, spacing, drag and drop).

Introduction to Access IV (2010 Edition) (2 hours)

Learn to use the toolbox to design and modify a report in a database (e.g, using fonts, colors, alignment, spacing, drag and drop).

Introduction to Excel 2010 (2 hours)

Learn to create, edit, format, save, and print spreadsheets, and also learn to create basic mathematical formulas.

(Offered until 2/10/12)

Introduction to PowerPoint (2010 Edition) (2 hours)

Learn how to create powerful presentations. (Offered until 2/10/12)

Introduction to SAS (2 hours)

Learn how to define variables, and input, analyze, and interpret data.



Introduction to SPSS (2 hours)

Learn how to define variables, and input, analyze, and interpret data.

Introduction to Word 2010 (2 hours)

Learn to create, edit, format, save, and print documents.
(Offered until 2/10/2012)

Media Management & Manipulation (1 hour)

Mezmerized by megapixels? Moaning about the many multimedia modes that manage to mystify and defy your meager manipulations? Wish you could manage the media on your mobile or just convert MOV to MP4? This meeting will make you a master of all media! (Learn to convert media and gain a basic understanding of file types and media formats) Presented by the Center for Academic Technology Support (CATS).

Movie Maker 2.6 (Windows XP) (1 hour)

Did you know that if you use Windows, you have a free movie editing program called Windows Movie Maker, and it's available in a couple of versions depending your version of Windows. In this workshop, we will explore Movie Maker 2.6 for Windows XP users. We will learn about transitions, effects, clips, trimming, and titles. We'll use some stock footage but you can bring your own media files if you wish. Presented by the Center for Academic Technology Support (CATS).

Movie Maker Live (Windows 7) (1 hour)

Did you know that if you use Windows, you have a free movie editing program called Windows Movie Maker, and it's available in a couple of versions depending on your version of Windows. In this workshop, we will explore Movie Maker Live for Windows 7 users. We will learn about transitions, effects, clips, trimming, and titles. We'll use some stock footage but you can bring your own media files if you wish. Presented by the Center for Academic Technology Support (CATS).