

# LIBRARY WORKSHOPS Fall 2009

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

Monday	Tuesday	Wednesday	Thursday	Friday
<b>September</b> 7 Labor Day Holiday	<b>8</b> 10am GeorgiaView	<b>9</b> 2pm Dreamweaver	<b>10</b> 4pm Access I	<b>11</b>
<b>14</b> 10am Google Apps	<b>15</b> 2pm Excel 4pm Access II	<b>16</b> 1:00pm Access III	<b>17</b> 10am SPSS	<b>18</b>
<b>21</b> 1pm Word	<b>22</b> 2pm Excel 4pm Access IV	<b>23</b>	<b>24</b>	<b>25</b>
<b>28</b> 2pm PowerPoint	<b>29</b> 10am GeorgiaView	<b>30</b> 2pm Thesis/ Dissertation Formatting	<b>October</b> <b>1</b> 10am SAS 2pm Dreamweaver	<b>2</b>
<b>5</b>	<b>6</b> 5pm Access I	<b>7</b> COMO 5pm Access II	<b>8</b> COMO 10am SAS	<b>9</b> COMO
<b>12</b> 2pm Excel	<b>13</b>	<b>14</b> 2pm SPSS 6pm Thesis/ Dissertation Formatting	<b>15</b> 1pm Access III	<b>16</b>
<b>19</b> 10am Google Apps	<b>20</b> 10am Video Editing	<b>21</b>	<b>22</b>	<b>23</b>
<b>26</b> 2pm Word	<b>27</b> 5pm Access IV	<b>28</b> 2pm PowerPoint	<b>29</b> 5pm Dreamweaver	<b>30</b>
<b>November</b> <b>2</b>	<b>3</b>	<b>4</b> 2pm Excel	<b>5</b>	<b>6</b>
<b>9</b> 10am Video Editing	<b>10</b> 1pm Access I	<b>11</b> 10am Thesis/Dissertation Formatting 6pm SPSS	<b>12</b> 1pm Access II	<b>13</b>
<b>16</b> 2pm PowerPoint	<b>17</b> 1pm Access III	<b>18</b> 6pm Word	<b>19</b> 10am SAS Noon Access IV	<b>20</b>

## Fall Semester 2009 Library Workshops

If you would like to attend a workshop, see the calendar or descriptions for more information. If the scheduled date/time conflicts with your schedule, please submit a workshop request on the [University Training site](#). We will try to accommodate your request. Workshop length is indicated in parentheses after each workshop title. Enrollment in workshops is open to all. For more information or to register for a workshop, [go online](#) to <https://training.georgiasouthern.edu> or call the Learning Commons Desk for assistance (912) 478-5645.

### **Accounting Databases (1)**

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

### **Campus Research / WestLaw (1)**

Participants will learn how to do legal research. By appointment.

### **Citing Sources and Avoiding Plagiarism (1 hour)**

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

### **Federal Statistical Resources on the Web (1 hour)**

This workshop introduces selected federal agency statistical resources on the Web, including those of the 2000 Census, and other federal agencies. By appointment.

### **Find Better Information, Get Better Grades (1 hour)**

How to find reliable and useful information for your term projects (instead of wasting time finding information that won't help you or that your teacher won't allow you to use). By appointment.

### **Government Information Resources on the Web (1 hour)**

This workshop introduces federal government Web resources. Participants will learn about various databases, web sites, and search strategies. By appointment.

### **Graduate Assistant Research Forum (2 hours)**

Learn how to conduct research in order to assist faculty with professional and classroom research. By appointment with subject liaison librarian.

### **Introduction to Access I (2007 Edition) (2 hours)**

This workshop introduces the very basics of Microsoft Access - a powerful relational database management system. Learn to create a data-base with tables, data types, primary keys and a simple query. Room 1302

### **Introduction to Access II (2007 Edition) (2 hours)**

Learn additional skills to modify your Access database. You will learn how to handle the rule of normalization, multiple table relationships, and advanced queries. Room 1302

### **Introduction to Access III (2007 Edition) (2 hours)**

Learn how to design and modify a form. The focus will be on the toolbox with multiple designing objects. Also learned are skills using fonts, colors, alignment, spacing, drag and drop. Room 1302

### **Introduction to Access IV (2007 Edition) (2 hours)**

Learn how to design and modify a report. The focus will be on using the toolbox with multiple designing objects including the use of fonts, colors, alignment, spacing, drag and drop. Room 1302

### **Introduction to Business Information Resources (1 hour)**

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

### **Introduction to Dreamweaver (2 hours)**

Learn how to create web pages using Dreamweaver. Room 1302

### **Introduction to Excel (2007 Edition) (2 hours)**

Learn to create, edit, format, save, and print spreadsheets, and also learn to create basic mathematical formulas. Room 1302

### **Introduction to GALILEO Databases (1 hour)**

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

### **Introduction to Google Apps (1 hour) [NEW]**

Learn how to use email, calendar, and document features. Room 1302.

### **Introduction to ICPSR (1 hour)**

Learn how to find and access academic data. By appointment.

### **Introduction to Lexis/Nexis-Academic (1 hour)**

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

### **Introduction to PowerPoint (2007 Edition) (2 hours)**

Learn how to create powerful presentations. Room 1302

### **Introduction to Psychology Resources (1 hour)**

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

### **Introduction to SAS (2 hours)**

Learn how to define variables, and input, analyze, and interpret data. Room 1302

### **Introduction to SPSS (2 hours)**

Learn how to define variables, and input, analyze, and interpret data. Room 1302

### **Introduction to Word (2007 Edition) (2 hours)**

Learn to create, edit, format, save, and print documents. Room 1302

### **Navigating Through GeorgiaView (1 hour) [NEW]**

Learn how to access course content using GeorgiaView. Room 1302

### **Research Project Clinic (1 hour)**

Feeling overwhelmed by an assigned research project? You'll work with a librarian to identify search terms, databases and other library and Internet resources that you can use. One-on-one Research Clinics on Request. Learning Commons Desk.

### **Science and Technology Resources Galore (1 hour)**

Take a look at the new Google Scholar free search service. Then take a new look at a host of GALILEO databases dedicated to science and technology research. You'll find out about new ways to use old standards. By appointment.

### **Video Editing Tips & Tricks (1 hour) [NEW]**

Learn tips and tricks to help edit videos. Room 1302

### **Web of Science (1hour)**

This workshop introduces a database that provides access to the combined Science Citation Index, Social Sciences Citation Index, and Arts and Humanities Citation Index. Learn all about this easy to use database. By appointment.

### **The Web: Can it be Trusted (1 hour)**

There is a lot of good information on the Web, but there is a lot of garbage too. By appointment.

### **Thesis/Dissertation Formatting: Passing the Format Editor (2 hours)**

Learn how to use the ETD website to format your thesis or dissertation. Room 1300 or by appointment