

Workshops • Seminars • Articles

All About IT

Software Applications

Multimedia Design

Technology Enhanced Learning

Information Literacy

Web Development

Fall, 2003



WPI

Information Technology Division

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Workshop durations : 🕒=1 hour 🕒 =30 minutes

*Please visit <http://www.wpi.edu/+IT>
for a schedule and registration.*

Software Applications

Outlook 2002:

Working with E-mail & Contacts (MSO-101) 🕒🕒🕒

In this class, we will address and compose messages, change the format, check spelling and grammar, and send messages. You will learn about your mailbox on WPI's Exchange server and how it affects managing your e-mail. You will also practice how to reply, forward, print, and delete messages as well as send attachments. You will be able to sort messages and find a specified message using the Find features, as well as learn about WPI's global address list and add a contact to the contact folder, then view the contact list in different ways. You will also sort contacts and assign categories to contacts. Lastly, you will update contact information.

Using a Shared Calendar (MSO-102) 🕒🕒🕒

In this session, we will discuss adding appointments and events to your calendar and departmental calendars. We will learn about recurring appointments and why you may want to assign a category to an appointment. You will schedule a meeting with multiple participants, reply to meeting requests, and track meeting responses. Finally, we will discuss various ways to print calendars.

Managing Your Mailbox (MSO-201) 🕒🕒🕒

Is your mailbox approaching full capacity? Has all that e-mail now become a project so big it will take you hours to cleanup? If you answered yes to any of these questions, then you must attend this session. We will discuss strategies for taming that mailbox using features such as Archiving and the Rules Wizard as well as methods for dealing with large attachments.

Word 2002:

Mail Merge - What is it and how can this feature help me? (MSW-201) 🕒🕒🕒

In this class, we will learn steps to be more efficient when creating documents. Mail Merge utilizes two types of documents, a main document and a data source. The main document (for example, the form letter) contains the information common to each letter or form. The data source contains the variable information (such as name and address). You only have to type the main document once. When you merge the main document with the variable information, the variable information is inserted into the appropriate locations. In addition to form letters, you can use Mail Merge to print mailing labels, envelopes and to create directories. Mail Merge can produce documents in many formats, such as printed letters, files stored to disk to be printed at a later time, fax documents, and electronic mail messages.

Top Ten Tasks in Word (MSW-101) 🕒🕒🕒

In this session we will cover the ten most common tasks performed when word processing. Topics covered include creating a document, editing text, formatting text, adding tables, using Word timesavers, and displaying and printing options.

Excel 2002:

Microsoft Excel 2000/XP - Basic Worksheet Skills (MSE-101) 🕒🕒🕒

In this class, we will discuss the advantages and disadvantages of paper versus electronic spreadsheets by exploring both. At the end of this session you will: create a basic worksheet by entering text, values, and formulas; create formulas by using Excel's built-in functions; move and copy data by using shortcut menus, drag-and-drop editing, and toolbar buttons; change the appearance of worksheet data by using a variety of formatting techniques; prepare a document for printing by using the spell checking feature and a variety of printing options; and lastly, use the three-dimensional aspect of the Excel workbook environment by creating formulas that refer to cells on multiple worksheets.

Creating Charts & Organizing Data (MSE-102) 🕒🕒🕒

After you create a worksheet, you can graphically represent the worksheet data by creating a chart. Charts often make worksheet data clearer and easier to understand. In this class, we will create and modify five of the most common charts by using various charting techniques.

Creating PivotTables & PivotCharts (MSE-201) 🕒🕒

When you are working with longer, more complex data, you often need to provide detailed analysis and summaries of that data. Because of the complexity of the data, it can be more difficult to organize and summarize. By creating PivotTable reports, you can quickly summarize, organize, analyze, and compare large amounts of data. In addition, have you ever known the answer you wanted a formula to return, but you did not know the necessary input values to get that answer? By using analysis tools like PivotTable reports, you can answer those types of questions, which can assist you in forecasting for the future.



***Forgot a step?
Need to know how to do a task
right now?***

For "Just-In-Time" training and instruction, try Element K!
For more information, contact
Deb Dexter at dlb@wpi.edu.

Software Applications (cont'd)

PowerPoint 2002:

Creating an On-Screen Presentation (MSP-101) 🕒🕒

This class targets the creator of a presentation. A creator can be the actual presenter or the behind-the-scenes assistant. In both cases, this class offers a basic understanding of what this application can do and a better understanding of the steps to create an on-screen presentation.

Tips for Presenting (in class or at conferences) (MSP-102) 🕒🕒

Need to conduct a presentation and do not know where to start? This session highlights the steps necessary to present: getting to know your audience; creating a PowerPoint file; delivery of the presentation; handouts and posters; setting up a projector; and more.

Access 2002:

Introduction to Access (MSA-101) 🕒🕒🕒🕒🕒

This course is for the new user of Access and assumes no experience with relational databases. The topics cover the critical skills you will need to get started creating databases in Access and working with the data by using tables, queries, forms, and reports.

Creating Access Queries & Reports (MSA-102) 🕒🕒🕒

In this course we concentrate on querying data from external applications (text files, spreadsheets, comma delimited files, etc.). You will create multi-table queries using various comparison operators and design customized reports that group data from the queries created.

Visio 2002:

Creating an Organization Chart (MSV-101) 🕒🕒

You will drag shapes from Visio stencils then resize, rotate, align, and transform them. You will see how to increase your productivity with smart features such as numbering shapes automatically and duplicating shapes quickly. You will be able to quickly locate any master shape within the stencil library and create an organization chart manually or from a text file. You will apply title, borders, backgrounds, and color schemes to enhance Visio documents.

Creating a Flow Chart (MSV-102) 🕒🕒

In this session we will create a flowchart or a cross-functional flowchart, and apply title, borders, backgrounds, and color schemes to enhance Visio documents.

Creating a Floor Plan (MSV-103) 🕒🕒

In this session you will create an office layout drawing to scale by adding space, walls, doors and windows and practice tips for designing your spacious office!

Customized Classes:

Using Technology to Improve Organization & Time Management (MSC-101) 🕒🕒🕒

Do you feel like you do not have enough time in the day to breathe? Do you feel like you are glued to your computer and stuck in e-mail, or working on files that prevent you from doing your job or being a productive student? Take this opportunity to learn some quick shortcuts in Microsoft Office XP and Windows 2000 to better organize your files and manage your time.

Maintaining Your PC at WPI (WKS-101) 🕒🕒

In this class, we discuss the best practices for file storage and backup procedures (network vs. local drives) as well as searching, deleting and moving files. You will learn about your operating system's cleanup features including disk cleanup, scandisk (scanning your hard disk for errors), disk defragmenting, and more. We will also cover how to view system information, techniques for managing your hardware, and MS Office tips for cleanup/backup of files.

MS Word 2000/XP & Adobe Acrobat Submitting Electronic Documents (WKS-102) 🕒🕒

Attendees will learn editing techniques that will effectively reduce the amount of time it takes to format a document. Tips for forms, fields, and more are included in this portion of the session. Following the Word portion is a discussion of the necessary steps and tips for converting the Word file to an Adobe Acrobat PDF file. This class targets students submitting an electronic thesis, or staff and/or faculty submitting documents electronically (e.g. proposals or grants).

Banner Navigation & Searching (for WPI employees only) (BAN-121) 🕒🕒

WPI records all data pertaining to students, staff, faculty, vendors and more in an Oracle database. "Banner" is a windows application used to input and access the data stored in the database. This short session introduces new users, and infrequent users, to general tasks performed in Banner. We will discuss new terminology, navigating, querying, searching, customizing, and printing reports.

Banner Finance – How to Make Banner Web Work for You (BAN-201) 🕒🕒

The Accounting Office is pleased to announce that a new Banner Finance Training session has been developed to assist with your needs. The class is devoted to reading your fund balances through "Web for Employees," printing summary and detail reports, vendor history, how to read your balance available, and downloading specific data to Excel.

Chatting at WPI? - Using MSN Messenger (for WPI employees only) (MSN-121) 🕒

In this session you will learn how to install Microsoft's version of an instant messenger - MSN Messenger, add a contact from the Exchange global address list, send an instant message to a contact, invite another contact to a group chat, send files, and get a preview of NetMeeting (communicating with audio and video and sharing your desktop). This class targets employees of WPI. We do not yet have a service such as this in place for students.

Information Literacy

Library Resources and Research Techniques (INF-100) 🕒

Learn to effectively use the library's print and electronic resources to research an MQP, IQP, or Sufficiency. Topics include finding books and locating periodicals in the Gordon Library, finding books and locating periodicals in other libraries, getting a book or periodical article from another library (ILL, WILL), and searching electronic databases.

ENCompass: Gordon's Google (INF-010) 🕒

Learn more about ENCompass, the Gordon Library's new one stop access to WPI's information resources. Encompass allows you to search the library's catalog, databases, archival collections, web sites - all at once. Learn tips on using this wonderful new tool.

Up-to-Date and Feeling Great: Tips on Keeping Track of New Publications in Your Field

(INF-020) 🕒

Keep up-to-date with the literature in your field of study by learning how to set up e-mail alerts, save searches and create personal journal lists in a variety of subscription databases.

Stump the Librarian (INF-090) 🕒

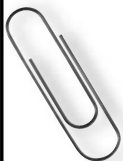
Learn about new resources and see how the information experts at WPI find the answers - All live and right before your eyes. Please be sure to come ready to ask us a question.

Got Tenure? Find Out Who's Citing Your Articles (INF-030) 🕒

Up for tenure review? Interested in finding out who's citing your papers? We'll show you how you can find out by using various subscription databases such as "Web of Science."

*Be sure to look
for the new
Lunchtime In
The Library series!*





Noteworthy: Introducing ENCompass - Gordon's Google

by Chris Cox, Reference Librarian, Gordon Library

Confused by the number of information resources available to you? Ever wish you could search all the library's print and electronic holdings at once?

Well, now you can... with ENCompass. ENCompass allows you to access a wide range of information resources from one location and one search interface. You can find ENCompass under "Quick Links" on the Gordon Library home page (<http://www.wpi.edu/+library>).

Here's how ENCompass works:

To perform a search of all the resources in ENCompass, enter a search term in the box at the top of the page. You can search specific resources by checking the boxes next to them. Resources currently available include subscription periodical databases and electronic journal collections categorized under Engineering, Science and Technology or Humanities and Social Sciences, local library catalogs (ours included), electronic theses and dissertations and digital materials from the WPI Archives and Special Collections.

Not sure what resources are appropriate to your topic? Click on "Find Resources". ENCompass will return relevance-ranked results, suggesting the resources which hold the most information on your topic.

Submitting your search will return a merged results set, including records for print materials, e-journal citations, etc. Each result includes its source collection for individual consultation. Clicking on a specific result will provide you either with a database record, a full text article or digital object.

ENCompass is available to all WPI students, faculty and staff. It can be accessed from off-campus via the proxy server. Don't know how to configure your web browser to connect? Visit <http://www.wpi.edu/+library/Help/proxy.html> for detailed instructions. To learn more about ENCompass, come to the ENCompass workshop or e-mail library-questions@wpi.edu.

Sewing Circle: Information Resources on Embroidery, Knitting and Basket Weaving

(INF-09X) ⌚

Members of the Gordon Library staff share their hobbies and reveal the resources (Web, library and beyond) that they find indispensable for crafting. Feel free to bring in examples of your work and of the resources you use.

Introduction to the WPI Archives & Special Collections (INF-201) ☾

The WPI Archives & Special Collections serves as a central repository for the records, publications, and historical artifacts that document the history of WPI. The Archives & Special Collections maintain the rare book library that includes the nationally-known Robert Fellman-Charles Dickens Collection. The one-hour introductory class seeks to introduce users to holdings and instruct them on how to utilize the collection for research. (Session limited to 8 participants)

Multimedia Design

Image Adjustment and Color Correction (MMW-153) 🕒

Every image you bring into an image editing program (either through scanning or from a digital camera) requires some sort of adjustment. This course will cover the basics of image adjustments and color correction. We will discuss proper settings for scanning an image, adjusting brightness and contrast, and correcting for color shifts in images.

Scanning and Image Acquisition (MMW-152) 🕒

The first step in creating graphics in Photoshop is getting an image in which to work with. This workshop covers the basics of scanning an image, including settings such as resolution and descreen, types of scanners and other input devices, and basic image adjustments after acquisition. Different types of scanners will be discussed as well, including flatbed, PDF, and slide scanners.

Using a Digital Camera (MMW-151) 🕒

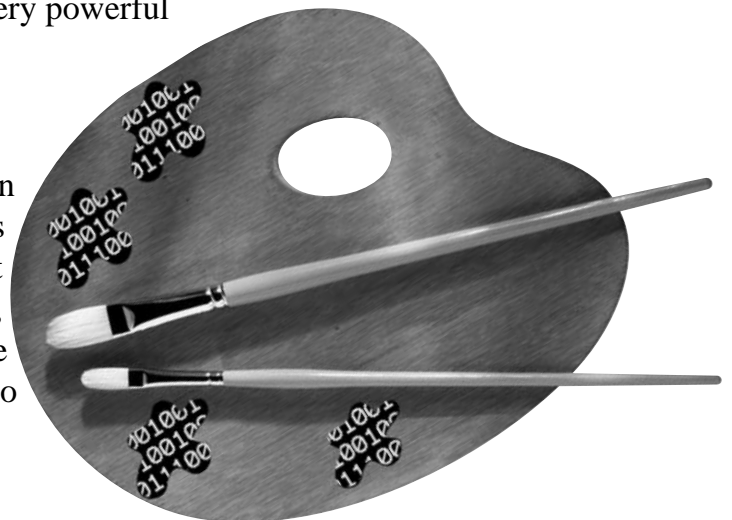
Use of a digital camera requires decisions to be made concerning resolution (you will actually know what a megapixel is and what it means), memory, special features, and interface with a digital imaging program. This workshop will cover all of these topics, as well as give guidelines on purchasing a camera.

Introduction to Photoshop Elements (MMW-101) 🕒

Adobe Photoshop Elements is making its debut on the WPI Campus this Fall. Elements is very similar to Photoshop, but better suited to the needs of professionals who do not need the full functionality of Photoshop. Unique to Elements are “Recipes” which guide the user to complete tasks such as image adjustments, enhancing text, and designing web graphics. For many, Elements will be a very powerful and useful graphic design solution.

Introduction to Photoshop (MMW-201) 🕒🕒

Adobe Photoshop is a powerful graphic design software application. This workshop includes a discussion on what Photoshop is and is not well suited for, the production environment, toolbox, selection tools, painting tools, the type tool, and layer basics. Image Adjustment is also discussed.




Advanced Photoshop (MMW-202)

For the experienced Photoshop user, this session offers helpful tips and tricks to take your digital images to the next level, including advanced layer techniques, color and blending modes, layer masks, and creating a multi-image composite.

Printing Research Posters in PowerPoint

(MMW-131) 

The ATC offers a poster-printing service, but files must be correctly configured in order to ensure that your poster prints properly and within the expected timeline. Topics such as choosing the appropriate software for poster creation, print settings, image considerations, use of official WPI marks, and turn-around times will be discussed.

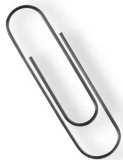


NEW FOR 2003:
Printing Research
Posters in PowerPoint

Introduction to
Photoshop Elements

The Design Side of PowerPoint (MMW-121)

Effective use of programs such as Microsoft PowerPoint goes beyond technical know-how. Design choices such as color schemes, font styles, and content are important decisions that must be made as well. This workshop is offered in tandem with “Microsoft PowerPoint: Creating an On-Screen Presentation” listed in the Software Applications section.



Noteworthy: Taking the Team Approach

by Keith Babuszcak, Graphics Coordinator, ATC

The Information Technology Division and its staff represent a wide diversity of backgrounds, experiences, skills, and knowledge. Because of this, we are able to provide the quality and range of services the WPI Community has come to expect.

Through a teaching style known as “Team-Teaching”, two of the IT Division’s staff members are able to combine their knowledge, skills, and styles into one workshop. Seminars such as “The Design Side of PowerPoint” and “PowerPoint 2002: Creating an On Screen Presentation” offer both the artistic and technical sides of the same application. The workshops are offered in tandem, although one may be taken separate from the other. Similarly, knowledge and skills are shared in other team-taught workshops, including some of the myWPI sessions as well as the “Electronic Thesis and Dissertation” seminars.

More Team-Taught workshops will be offered soon. Be sure to look for these in future publications!

GO TEAM!!

Technology Enhanced Learning

myWPI Overview for Faculty and Staff (BB5-121) 🕒

Has the buzz about myWPI piqued your interest? Come to this session to find out more. The session will cover an overview of what myWPI is and how it is used in the WPI community. Major system features, how to request course and organization websites or project group areas, and the basics of navigating and interacting with myWPI will also be included.

myWPI Basics for Faculty (Hands-on) (BB5-110) 🕒

Did you know that myWPI is great for putting course materials online and communicating electronically with your students? This session will cover the basics of requesting and setting up a myWPI course website, overview of available features, and using common features.

myWPI for Organizations for Faculty, Staff, and Students (Hands-On) (BB5-105) 🕒

This session will show you how to set up your myWPI website for your club, organization, or workgroup. It will also cover how to upload files and content and will get you started using extended features such as posting surveys, adding a discussion board, virtual chat, and creating subgroups.

Electronic Assignments in myWPI for Faculty (Hands-on) (BB5-211) 🕒

This session will cover using the Tasks, Digital Drop Box, and Online Gradebook in myWPI for facilitating online assignment submission.

Course Cartridges in myWPI (Faculty info session) (BB5-112) 🕒

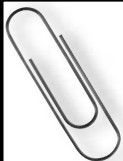
Did you know that most major textbook publishers offer Blackboard course cartridges that can be directly uploaded into your myWPI website? The content in these cartridges is similar to multimedia content from a companion CD-ROM or textbook website. This session will give an overview of how course cartridges work, how to load them into your site, tips, caveats, and what your students will need to know.

Facilitating Online Discussions with myWPI (Faculty Roundtable) (BB5-111) 🕒

This session will provide an overview of setting up online discussions using the discussion board in myWPI, information on netiquette, and how to conduct effective online discussions.

Online Quizzes and Surveys in myWPI for Faculty (Hands-on) (BB5-210) 🕒🕒

This session will cover using the Assessment Manager and the Pool Manager to create online quizzes and surveys in myWPI, as well as what your students will need to know.



Noteworthy: Course Cartridges for myWPI

by Sarah Walkowiak, Online Delivery Coordinator, ATC

Most major textbook publishers now offer course cartridges for Blackboard. These cartridges contain materials similar to what would appear on a textbook's accompanying CD-ROM or Web site, but are uploaded directly into your myWPI Web site.

Depending on your text and publisher, cartridges may be free of charge or may require students to pay an extra fee. If you are considering adding a cartridge to your myWPI Web site, the following tips will help you get started.

Check with the Publisher:

Talk to your publisher's representative or consult their website to find out if your textbook has a course cartridge available, and how to order one. You will need to order the Blackboard (Bb) version, and let them know that WPI hosts its own Blackboard server. If they require a technical contact, you can refer them to the myWPI help team e-mail at myhelp@wpi.edu.

Inform the myWPI Help team:

If you are planning to use a course cartridge, send an e-mail to the myWPI Help Team at myhelp@wpi.edu. We can help you install the cartridge, troubleshoot student issues, and plan your myWPI website to accommodate both the cartridge content and your own online course materials.

Notify the WPI Bookstore:

Be sure the bookstore has the correct ISBN number when you order your textbook. There will be a separate ISBN for the Blackboard-enabled version. If the publisher requires a student passcode to access content, you should order some extra standalone passcodes for students who purchase used textbooks. Otherwise students will need to order them separately, which will delay their access to the content.

For more details, be sure to attend one of the course cartridge information sessions!

Active Learning with the Classroom Performance System (CPS) (CPS-100) 🕒🔄

The Classroom Performance System (CPS) is a classroom polling system consisting of a receiver and student response pads. Using the CPS software, you can create questions ahead of time and then use them with the system in class to get instant feedback from your students. These systems can be borrowed from the ATC. This session will cover the basics of setting up a CPS in an electronic classroom, creating questions with the CPS software, active learning tips, and how to reserve a system from the ATC.



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All About IT 11

Web Development

Creating Web Pages With HTML - Basic Web Design (WEB-100) 🕒🕒

Learn to create pages for the World Wide Web as you use Hypertext Markup Language (HTML) on the WPI network using PICO. Examine HTML theory, create an HTML document, place and format text, create headings and rule lines, create a variety of lists and hyperlinks.

NOTE: You need to have a CCC UNIX Systems account and know your username and password to attend this session.

Creating Web Pages With HTML - Intermediate Web Design (WEB-200) 🕒🕒

Prerequisite - Basic Web Design

Learn how to add images to your web pages, use SCP (Secure Copy) software to move images to your web space, as well as change background colors and fonts traditionally and using cascading style sheets.

Creating Web Pages With HTML - Forms (WEB-310) 🕒

Prerequisites - Basic and Intermediate Web Design

Would you like to receive feedback about a particular good or service? Conduct a survey of your users? Want to offer people a chance to buy your product online? You can do all of that with forms. We will show you how to create them using HTML.

Creating Web Pages With HTML - Tables (WEB-320) 🕒

Prerequisites - Basic and Intermediate Web Design

Tables help you organize your page into columns and rows to better organize your information. They are an integral part of web page creation, and you will learn how to add them to your pages.

Cascading Style Sheets - Web Site Maintenance Made

Easy (WEB-350) 🕒🕒

Prerequisites - Basic and Intermediate Web Design

Style sheets make it easy to change the appearance of a web site or web page without gunking up your HTML. In this session, you will learn to create inline, embedded, and external style sheets, use the various selectors you can choose, and apply the correct syntax needed to specify fonts, colors, and backgrounds for your web page.



Meet The Instructors

The IT Instructional Team is a collaboration within the IT Division, bringing together members and efforts of the Academic Technology Center, Campus Computing Center, and the George C. Gordon Library.

Keith Babuszcak - Fuller Labs B-24 (ATC)



As Graphics Coordinator for the ATC, Keith is responsible for providing faculty, staff, and students with graphics-based solutions to meet educational needs (e.g. computer graphics, presentations, 35mm slides, and print materials). He also offers workshops in multimedia software, hardware, and design. He has a Bachelors of Fine Arts in Radio-Television-Film Production from Sam Houston State University in Huntsville, Texas, and has completed graduate work in Education and Educational Technology from Sam Houston State University and the University of Missouri via distance learning.

Christopher Cox - Gordon Library Reference Desk (Library)



Chris has worked as Reference/Instruction Librarian at WPI since 1998. He teaches students how to locate, evaluate and effectively use information, whether it be from the library's collections or from the Web. Chris also teaches members of the WPI community how to create web pages using HTML. He has a Masters of Arts in English from the University of Connecticut and a Masters of Arts in Library Science from the University at Albany. Chris is currently Chair of the New England Library Instruction Special Interest Group of the New England Association of College and Research Libraries and is a member of the editorial board of College and Undergraduate Libraries.

Deb Dexter - Fuller Labs 306 (CCC)



Deb has trained staff, faculty, and students how to use Microsoft applications including Windows operating systems, the MS Office suite, as well as design and media software since 1995. In addition, Deb designs and instructs classes on WPI's course management system – myWPI (Blackboard) and WPI's administrative computing systems. She also conducts new employee and student orientation to WPI's computer systems. In addition to her duties as a software applications instructor, Deb works in conjunction with the helpdesk to resolve computer-related problems and with the myWPI support team to handle questions related to the use of Blackboard. Deb holds a Bachelor of Arts degree in Communication from the University of Massachusetts at Amherst.

Sarah Walkowiak - Fuller Labs B-24 (ATC)



Sarah works primarily with faculty to design, construct and maintain online course material and related web pages. This includes creating new materials, converting and improving existing materials and choosing the best delivery format for online content. Sarah is a member of the myWPI Support Team and provides faculty training in the use of WPI's online course management system and related tools. Sarah has been a part of the WPI community for over 7 years. She is currently the Online Delivery Coordinator in the ATC, and received her Bachelor of Science from WPI in Technical, Scientific, and Professional Communication in 2000.

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For questions, comments, or more information, please visit
<http://www.wpi.edu/+IT> or e-mail it-instruction@wpi.edu.

