



CASE

CASE WESTERN RESERVE UNIVERSITY

CaseLearns **SCHEDULE** **SPRING 2007**



FREE COMPUTING CLASSES FOR THE CASE COMMUNITY

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WELCOME TO CaseLearns!

The CaseLearns program is designed to provide instruction for the Case community members on how to find, use and present information and information technologies.

The main goal of the program is to enable the integration of information and instructional technologies into teaching and learning by providing training, support and resources to faculty, staff and students. Support is readily available to move beyond the basic levels of instruction whenever appropriate.

REGISTRATION

Online registration is preferred and the most up-to-date source for class changes & cancellations.

Visit our web site at <http://library.case.edu/caslearns>

If a class appears in print and not online, chances are it was cancelled.

WALK-INS

Walk-ins are not encouraged and will be subject to space availability.

Refer to the online registration for class status.

CLASS CANCELLATION

We reserve the right to cancel classes with low enrollment (0-1 students).

Enrolled students will be notified in advance.

NO-SHOW FEE

Participants who call or email to cancel registration at least one hour prior to class will be exempt from the No-Show fee.

Those who do not notify in advance will be charged as follows:

Departments will be assessed a \$50.00 fee for staff & faculty.

Students will have a \$10.00 fine applied to their library record.

This policy will not affect any other programs or seminars held at the Kelvin Smith Library (KSL).

CaseLearns PRIVACY STATEMENT

The privacy of participants in the CaseLearns online registration is of utmost importance to the administrators of this program. We are highly concerned with protecting your privacy.

This statement will outline our privacy policy and the reasons behind the information being requested on this page through our online registration system:

- You do not have to give personal information except what is required for us to process your registration. These fields are required on the registration form.
- We will not share your personal information or information about the CaseLearns courses you take with anyone, except as required by a law enforcement agency.
- We will collect personally identifiable information (name, email address, Social Security number, or other unique identifier) only if specifically and knowingly provided by you.
- Personally identifying information you provide will be used only in connection with the registration program. This information is used internally, does not contain personal identifiers, and will only be used for internal management purposes.
- Information is collected for statistical purposes and in the event you wish to receive a certificate of participation via campus mail (or at home).
- For further questions or concerns, please contact kslearn@case.edu.

CLASS LISTINGS

RESEARCH & TECHNOLOGY RESOURCES

COPYRIGHT AT CASE

Workshop #310

Instructor: Karen Oye

(Class meets in LL06)

Thursday, February 8, 2007 11:30am-12:30pm

Thursday, March 22, 2007 11:30am-12:30pm

Thursday, April 19, 2007 11:30am-12:30pm

NOTE: This class can come to you—schedule a class where you need it, customized to your situation.

Are you copying right? Are you sharing text files on the web, Blackboard, Course Reserves, or making several copies and sharing amongst your colleagues? These sessions help to better understand the complexities of copyright in the educational arena. Topics include the evolving legislation about the online environment and other digital dilemmas surrounding the use of intellectual property in an increasingly electronic world.

REFWORKS

Workshop #200

Instructor: Sharon Gravius

Thursday, February 15, 2007 10:00am-Noon

Wednesday, April 4, 2007 2:00-4:00pm

Learn how to use your personal RefWorks databases to manage all your research citations. This handy online program that you can access from anywhere will keep track of all the citations you gather and use in your research projects. Come learn how to gather references in RefWorks; generate an instant bibliography, in any style format you need; and use the Write-N-Cite feature to insert footnotes and citations directly into your paper as you are writing.

BASIC PATENT RESEARCH

Workshop #340

Instructor: Brian Gray

Wednesday, March 21, 2007 2:00-4:00pm

This course will introduce simple patent terminology and basic search techniques. You will be able to locate patents of interest and utilize some of the freely available sources to attain copies of patents from the United States or other countries.

UNDERSTANDING RSS FEEDS

Workshop #109

Instructor: Brian Gray

Thursday, February 15, 2007 1:00-3:00pm

Learn about RSS and how it has changed the information world. We will explore what options are available to access RSS feeds (readers or aggregators), how KSL and Case are using RSS feeds, and look at various RSS feeds and other resources available for free on the Internet or within our library databases.

INTRODUCTION TO SPSS

Workshop #115

Instructor: Ann Vander Schrier

Prerequisites: Introductory statistics course and computer proficiency are recommended.

Tuesday, February 13, 2007 1:00-5:00pm

General introduction to SPSS, including topics in statistical analysis and data management. Designed for those who want to learn how to use SPSS for basic statistical analysis. Course format includes: classroom lecture, demonstration of SPSS and brief exercises.

INTRODUCTION TO ARCGIS – FOR FEE CLASS

Workshop #110

Instructor: Ann Vander Schrier

Monday-Thursday, May 14-May 17, 2007 1:00-5:00pm/daily

The Kelvin Smith Library is now offering a certificate course in using ArcGIS 9 software. This ESRI certified training course covers fundamental GIS concepts including how to query a database, manipulate tabular data, edit spatial and attribute data, and present data clearly and effectively using maps and charts.

Cost:

\$150 Case Students; \$250 Case Faculty & Staff; \$650 Non-Case.

For Information: <http://library.case.edu/ksl/csgd/introductionarcgis.pdf>

INTRODUCTION ADOBE ACROBAT 7

Workshop #425

Instructor: Debbie Korodi

Prerequisites: Familiarity with Windows or Mac OS; knowledge of Microsoft Word.

Friday, February 9, 2007 9:00am-Noon

Adobe Acrobat software is a set of programs that allow creation and modification of electronic documents in Portable Document Format (PDF) for transmission or electronic publication on the Web. Tools can be used within Acrobat to add interactive elements such as annotations, hyperlinks, and media clips. Documents can also be secured from alterations by others. This class will cover the basics of creating PDF documents from an existing word processing file, as well as using some of the tools to add capabilities to the PDF file.

ADOBE INDESIGN CS2 FOR WINDOWS - BASICS NEW

Workshop #330

Instructor: April Clark

Prerequisite: Working knowledge of Windows

Thursday, February 8, 2007 9:00am-4:00pm

1. Getting Started
2. Resources - InDesign help, web resources
3. Work Area - document window, toolbox, palettes, menus, preferences, keyboard shortcuts
4. Setting up documents - master pages, multiple pages, arranging pages
5. Importing and Editing Text - flowing and threading text, style sheet basics, find and change, check spelling, character and paragraph attributes
6. Working with Frames - placing and modifying text and graphics, transforming objects
7. Color basics - applying colors to stroke and fill; Transparency basics - feather, drop shadow, opacity
8. Finalizing documents - printing and saving PDFs with presets

ADOBE INDESIGN CS2 FOR WINDOWS - INTERMEDIATE NEW

Workshop #335

Instructor: April Clark

Prerequisites: Working knowledge of Windows, Adobe InDesign CS2 for Windows-Basics

Thursday, March 1, 2007 9:00am-4:00pm

Explore further functionalities of Adobe InDesign CS2:

1. Review Basics
2. Formatting type using advanced features - tabs
3. Style sheets - nested styles, object styles, quick apply
4. Working with Vector Paths
5. Working with Color - gradients, tints, spot colors
6. Importing and Linking Graphics Libraries, Snippets and Books
7. Creating and Modifying Tables
8. Finalizing documents - preflight, package and crating print-ready PDFs

ON DEMAND GOVERNMENT DOCUMENTS CLASS

Workshop #104

Instructor: Karen Thornton

(Class meets in LL06)

Wednesday, February 14, 2007 10:00-11:00am

This class discusses government information resources such as statistics, economic data, congressional information, census data, or government websites, that provide authoritative information that can enhance your research papers.

USING DIGITAL GAMES, SIMULATIONS, AND VIRTUAL WORLDS IN EDUCATION NEW

Workshop #971-S

Instructor: Mace Mentch

Wednesday, April 4, 2007 9:00am-Noon

What are digital games, simulations, and virtual worlds and how can they be useful in education? This session will explore these technologies along with examples and will provide participants with a good foundation for ongoing exploration of these exciting technologies.

BASICS OF MAKING A RESEARCH POSTER

Workshop #112

Instructor:

Wednesday, March 7, 2007 5:00-6:00pm

Thursday, March 8, 2007 1:00-2:00pm

This class covers basic design and assembly of a research poster. You will be presented with guidelines to help you think about the information to be conveyed, its visual presentation, and layout.

FREEDMAN CENTER SPECIAL WORKSHOPS

The Sunday Series offers the core Freedman Center workshops over five consecutive Sundays:

January 28 – PowerPoint from Intro to Advanced

February 4 – Digital Images I: Introduction & Basic Photoshop

February 11 – Digital Images II: Advanced Photoshop

February 18 – Video Workshop I: Introduction to Digital Video

February 25 – Video Workshop II: Advanced Digital Video

See the following class descriptions for more information.

FACULTY:

Interested in having your students use the Freedman Center for their projects? We can customize and schedule training workshops to best fit your needs. Contact us for more information at freedmancenter@case.edu.

FREEDMAN CENTER • MULTIMEDIA TOOLS

AUDIO RECORDING & EDITING

Workshop #954-FS

Instructor: Jared Bendis

Monday, February 12, 2007 3:00-6:00pm
Thursday, March 29, 2007 3:00-6:00pm

Learn the fundamentals of digital audio including everything from how to digitize and clean up vinyl records to how to record and edit voice-over for video.

INTRODUCTION TO MACROMEDIA FLASH

Workshop #963-F

Instructor: Thomas Hayes

Tuesday, March 6, 2007 1:00-4:00pm

Learn the fundamentals of vector-based graphics and animation. Flash can be a complex program and this workshop is designed to get people over the initial learning curve to creating their own animations. No programming or scripting will be covered during this session - only drawing and animation.

DREAMWEAVER: INTRODUCTION

Workshop #900

Instructor: Thomas Hayes

Thursday, January 18, 2007 1:00-4:00pm
Thursday, March 22, 2007 9:00am-Noon
Wednesday, May 23, 2007 1:00-4:00pm

Learn the basics of creating web pages with this powerful software program. Become familiar with many of the program's features by building a fictional web site.

DREAMWEAVER: INTERMEDIATE

Workshop #901

Instructor: Thomas Hayes

Tuesday, February 6, 2007 1:00-4:00pm
Thursday, April 12, 2007 9:00am-Noon

Introduce advanced features into your site. Designed for users that already have a fundamental working knowledge of Dreamweaver.

POWERPOINT-FROM INTRO TO ADVANCED

Workshop #962-F

Instructor: Jared Bendis

Sunday, January 28, 2007 1:00-4:00pm
Thursday, February 1, 2007 3:00-6:00pm
Monday, March 5, 2007 3:00-6:00pm
Thursday, April 5, 2007 3:00-6:00pm
Thursday, May 3, 2007 3:00-6:00pm

Learn PowerPoint from A to Z. More than just the technology, participants will learn how to use PowerPoint to plan, craft, design and present more effectively, taking advantage of features (such as audio and video) that you may not be aware of to produce better presentations for professional talks and for teaching purposes. In addition, participants will learn how to avoid "PowerPoint poisoning" and the pitfalls of using technology to alienate your audience instead of engaging them.

DIGITAL IMAGES I: INTRODUCTION & BASIC PHOTOSHOP

Workshop #960-F

Instructor: Jared Bendis

Thursday, January 11, 2007 3:00-6:00pm
Sunday, February 4, 2007 1:00-4:00pm
Thursday, March 8, 2007 3:00-6:00pm
Monday, April 2, 2007 3:00-6:00pm
Thursday, May 10, 2007 3:00-6:00pm

Learn the fundamentals of digital imaging: everything from resolution and file formats to digital cameras and scanners. Participants will learn how to navigate Photoshop and to learn to perform basic image editing such as cropping, advanced rotation, and the elusive "levels" feature. Even those with some experience will learn some tricks from the advanced workflow. This session is required for those who want to take *Advanced Photoshop*.

DIGITAL IMAGES II: ADVANCED PHOTOSHOP

Workshop #961-F

Instructor: Jared Bendis

Prerequisite: Digital Images I: Introduction & Basic Photoshop

Thursday, January 25, 2007 3:00-6:00pm

Sunday, February 11, 2007 1:00-4:00pm

Monday, February 19, 2007 3:00-6:00pm

Thursday, March 22, 2007 3:00-6:00pm

Monday, April 16, 2007 3:00-6:00pm

Picking up where Basic Photoshop leaves off, participants will learn advanced color correction, how to fix errors and blemishes, filters, layers and some other fun tricks. Participants in this session must have taken *Introduction & Basic Photoshop*.

VIDEO WORKSHOP I: INTRODUCTION TO DIGITAL VIDEO

Workshop #952-FS

Instructor: Jared Bendis

Monday, January 22, 2007 3:00-6:00pm

Sunday, February 18, 2007 1:00-4:00pm

Thursday, February 22, 2007 3:00-6:00pm

Monday, March 19, 2007 3:00-6:00pm

Thursday, April 12, 2007 3:00-6:00pm

Monday, May 7, 2007 3:00-6:00pm

Learn the fundamentals of digital video: everything from codecs to DVDs. Learn how to capture video, perform basic editing and encoding, incorporate your video into PowerPoint or author DVDs. Even those with some experience will learn new tricks.

VIDEO WORKSHOP II: ADVANCED DIGITAL VIDEO

Workshop #953-FS

Instructor: Jared Bendis

Prerequisite: Introduction to Digital Video

Monday, January 29, 2007 3:00-6:00pm

Sunday, February 25, 2007 1:00-4:00pm

Thursday, March 15, 2007 3:00-6:00pm

Monday, March 26, 2007 3:00-6:00pm

Thursday, April 26, 2007 3:00-6:00pm

Picking up where Introduction to Digital Video leaves off, participants will learn advanced video editing using Adobe Premiere Elements including titling, transitions, special effects and advanced DVD production.

INTRODUCTION TO PACHYDERM

NEW

Workshop #965-F

Instructor: Jared Bendis

Thursday, February 15, 2007 3:00-4:30pm

Monday, April 23, 2007 3:00-4:30pm

Pachyderm is an easy-to-use multimedia authoring tool designed for people who have little or no multimedia authoring experience. It's accessed through a web browser and is as easy to use as filling out a web form. Authors upload their own media (images, audio clips, and short video segments) and place them into pre-designed templates, which include built-in functionality for playing video and audio, linking to other templates, and other features.

HEALTH CENTER LIBRARY CLASSES

****All sessions meet in the Health Center Library, Room 244****

MEDLINE

Workshop #905

Instructor: HCL Staff

Wednesday, February 21, 2007 2:30-3:30pm

Learn to search Medline effectively. Medline, the bibliographic database of the National Library of Medicine, is the computerized counterpart of Index Medicus, the Index to Dental Literature, and the International Nursing Index.

NURSING INFORMATION

Workshop #906

Instructor: HCL Staff - Michael McGraw

Wednesday, April 18, 2007 2:30-3:30pm

Learn to develop a strategy to search the World Wide Web for health and professional information. Learn to take a critical look at web sites for quality and reliability.

SCHOLARLY ELECTRONIC JOURNALS FOR HEALTH SCIENCE

Workshop #907

Instructor: HCL Staff - Kathleen Meneely

Wednesday, February 7, 2007 2:30-3:30pm

This session will demonstrate to the user how to locate electronic journals on the web, how to read them with Adobe Acrobat, how to print, how to save, etc.

REFERENCE MANAGER (WINDOWS)

Workshop #909

Instructor: HCL Staff - Kathleen Blazar

Wednesday, January 24, 2007 2:30-3:30pm

Learn how to organize references easily and create bibliographies within Microsoft Word.

ENDNOTE (WINDOWS)

Workshop #920

Instructor: HCL Staff - Kathleen Blazar

Wednesday, April 4, 2007 2:30-3:30pm

Learn how to organize references easily and create bibliographies within Microsoft Word.

EVIDENCE-BASED MEDICINE

Workshop #912

Instructor: HCL Staff - Michael McGraw

Wednesday, March 7, 2007 2:30-3:30pm

Full text topic reviews of the evidence-based medical literature, provides authoritative "bottom line" evidence-based information ideal for doctors and nurses.

OFFICE HOURS

Instructor: HCL Staff

Wednesday, May 2, 2007 2:30-3:30pm

Come in with training or research questions!

MICROSOFT OFFICE APPLICATIONS

MS EXCEL BASICS: CREATING SPREADSHEETS

Workshop #625

Instructor: Debbie Korodi

Friday, January 12, 2007 1:00-4:00pm

This course will cover the basics of designing a spreadsheet with Microsoft Excel. Topics include: how to set up and navigate an Excel worksheet; entering data into worksheets; formatting and editing cells; using formulas and functions; and inserting a worksheet function into a formula. The basic layout and design of the MS Excel screen will also be discussed.

MS EXCEL: LIST MANAGEMENT TOOLS

Workshop #627

Instructor: Debbie Korodi

Prerequisite: MS Excel: Creating Spreadsheets

Friday, February 9, 2007 1:00-4:00pm

This course covers all of Excel's database management tools. Filtering data is covered in detail as well as subtotaling and sorting data. MS Query and Pivot Tables are also explored. Topics include: autofilter, MS Query, sorting, and using forms to enter data.

MS EXCEL: FORMULAS & FUNCTIONS

Workshop #626

Instructor: Debbie Korodi

Prerequisite: MS Excel: Creating Spreadsheets

Friday, March 23, 2007 9:00am-Noon

Performing and re-performing calculations is one of the main reasons to use Excel. This course covers creating formulas and using Excel's built-in functions. Naming and linking will also be covered with regards to formulas. Other topics covered: references, naming cells, error values, and the Function Wizard.

MS EXCEL: FORMATTING & MANAGING WORKBOOKS

NEW

Workshop #628

Instructor: Debbie Korodi

Prerequisite: MS Excel Basics

Friday, March 9, 2007 9:00am-Noon

This course covers working with your workbooks and formatting its contents. Topics include: sheets, alignment, borders and patterns, custom formats, conditional formatting, print preview, fonts formatting, and many more.

MS EXCEL: MACRO DESIGN

NEW

Workshop #630

Instructor: Debbie Korodi

Prerequisite: MS Excel Basics

Wednesday, April 11, 2007 9:00am-Noon

Macros automate repetitive tasks. This course is for the person who wants to use Excel's macro capabilities and be introduced to the VBA language.

MS EXCEL: EVALUATE & INTERPRET DATA

NEW

Workshop #632

Instructor: Debbie Korodi

Prerequisite: A solid understanding of Excel basics and formulas is required.

Friday, May 4, 2007 1:00-4:00pm

This course covers Excel features that allow you to evaluate and interpret your data.

Additional Classes listed on Back Cover - Pg 8.

MS WORD: TABLES, COLUMNS, GRAPHICS, & DRAWING TOOLS

Workshop #637

Instructor: Debbie Korodi

Friday, May 4, 2007

9:00am-Noon

This course covers tables completely and then covers columns as a feature of their own and in contrast to tables. Add graphics and drawing tools and you'll be doing desktop publishing with ease. Other topics include: clip art, inserting pictures, merging cells, rotating text, use of drawing tools.

MS WORD: TABS, INDENTS, AND STYLES

NEW

Workshop #636

Instructor: Debbie Korodi

Wednesday, February 21, 2007

9:00am-Noon

From line spacing to borders to styles. This course covers these features best ways to make Word work for you. The following will be addressed: tabs & indents, line & page breaks, using the ruler, keep commands, format/paragraph, borders & shading, and others.

MS ACCESS: DATABASE DESIGN OVERVIEW

Workshop #700

Instructor: Debbie Korodi

Friday, January 12, 2007

9:00am-Noon

Friday, March 9, 2007

1:00-4:00pm

Do you want to know what Access is and how it might help you? This course overviews concepts and processes that MS Access can perform. What can a database do for you and how—in general—does Access accomplish this? Topics include: database concepts, reports and table basics, forms, query basics.

MS ACCESS TOPICS: QUERIES

Workshop #704

Instructor: Debbie Korodi

Prerequisite: Microsoft Access Database Design Overview

Wednesday, February 21, 2007

1:00-4:00pm

This course covers the power of Access queries. Basic select queries are covered in addition to powerful action queries, including Append queries, Update queries, Delete queries, and Make Table queries. You should take this course prior to Forms and Reports.

MS ACCESS TOPICS: TABLES & RELATIONS

NEW

Workshop #706

Instructor: Debbie Korodi

Prerequisites: MS Access Database Design Overview & MS Access Topics: Queries

Wednesday, April 11, 2007

1:00-4:00pm

Tables are the backbone of your database. Normalization is vital to an effective relational database. Through this course

you begin to develop the "thinking" skills necessary to create a relational database, from creation to indexing.

MS POWERPOINT: MORE STUFF

Workshop #655

Instructor: Debbie Korodi

Prerequisite: Presenting Information with MS PowerPoint

Friday, March 23, 2007

1:00-4:00pm

In this session the more advanced features of MS PowerPoint are detailed:

1. Inserting and editing tables
2. Editing and inserting graphs
3. Using drawing tools
4. Incorporating and inserting audio files and video clips

CaseLearns Training Staff

Jared Bendis, Kelvin Smith Library

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REGISTRATION

By phone: (216) 368-2992

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