CaseLearns — Fall 2009

Free Instruction Classes for the Case Community

PHONE: 216-368-2992 • library.case.edu/caselearns • E-MAIL: caselearns@case.edu
WELCOME TO CaseLearns!

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

The program focuses on the effective integration of instructional and information technologies into teaching, learning and research. This integration includes rethinking strategies for effective learning and exploring potential of new tools for research. Support is readily available to move beyond the basic levels of instruction whenever appropriate.

All CaseLearns classes are open to current Case Western Reserve University’s faculty, students, staff, emeriti faculty, alumni, Senior Scholars, and CIM conservatory faculty and students. Non-Case registrants will be charged $100 per class if seats are available.

REGISTRATION

Online registration is preferred and the most up-to-date source for class changes & cancellations. If a class appears in print and not online, chances are it was cancelled. Refer to the CaseLearns blog for up-to-date changes.

Visit our web site at: http://library.case.edu/caselearns

WALK-INS

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

Guests are not permitted to accompany registrants.

CLASS CANCELLATION

We reserve the right to cancel classes with low enrollment (0-2 students). Enrolled students will be notified in advance.

In cases of unexpected circumstances, registrants will be notified ASAP.

NO-SHOW POLICY

Participants who call or email to cancel registration at least 24 hours 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 $25.00 fee for staff & faculty. The fee will be charged to the account listed within the registrant’s profile.

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

Classes start promptly as scheduled. Late arrivals risk the chance of losing their place in class and may be subject to the No-Show fee.

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 only.
- For further questions or concerns, please contact: caselearns@case.edu.
Case Western Reserve University FACULTY
Library Instruction – Customized for your Needs!

Kelvin Smith Library offers library instruction that is integrated and customized for academic courses, beginning with the SAGES First Seminar, the first year student’s introduction to scholarship at the university level, through the University and Departmental Seminars and the Capstone Experience.

Rather than merely touring the library building or being given a list of resources, KSL’s professionals provide hands-on instruction through the CaseLearns program, for students to develop effective skills for locating, analyzing, and using the many rich resources available to them.

In consultation with faculty, KSL librarians provide detailed and specific research help for projects and research papers that will be produced for class as well as show students the abundant world of information beyond Wikipedia that they have at their fingertips here at Case Western Reserve University.

Objectives for teaching incoming Freshman:

1. To know what kinds of resources are available for generating ideas and finding background information on that idea.

2. To become familiar with the library catalog and how to find both physical and electronic materials by using the catalog.

3. To understand the OhioLINK library consortia and how to borrow books from the OhioLINK Central Catalog.

4. The ability to use library databases to find magazine, newspaper, and scholarly journal articles on a given topic.

The research needs of the students in seminars beyond the freshman experience drive the objectives of library-faculty collaboration and cooperation. These objectives focus on discipline-specific research skills that provide the basis for scholarship and life-long learning.

Please contact KSL’s Instruction Librarian, William Claspy, 216-368-3595, william.claspy@case.edu to discuss how we can tailor library instruction to your curriculum or to book an instruction session for your class.
AUTHOR’S RIGHTS: WORKING WITH YOUR PUBLISHERS IN TODAY’S SCHOLARLY COMMUNICATIONS ENVIRONMENT
Instructor: Karen Oye
Friday, October 9, 2009 KSL-LL01 12:30-1:30pm
Friday, October 30, 2009 KSL-LL01 12:30-1:30pm
Bring a brown bag lunch if you like!
Learn more about the balance of protecting some of the copyrights that you will want to use after you publish, while also affording your publisher some rights so that they can support you with wide distribution and publication. Hear more about using copyright negotiating points, where to find help with publishers and options for alternative publishing like Creative Commons, Open Access, Digital Case, and more.

COPYING RIGHT OR COPYING WRONG?
FIND OUT WITH COPYRIGHT @ CASE!
Instructor: Karen Oye
Friday, October 2, 2009 KSL-LL01 12:30-1:30pm
Friday, October 23, 2009 KSL-LL01 12:30-1:30pm
Bring a brown bag lunch if you like!
Copyright @ Case can be customized to your group and can come to you—please inquire! Making copies for class, or filming your lectures & notes for YouTube? Find out what the Fair Use doctrine really means, and what legal exemptions you have when using someone else’s copyrighted works so you don’t violate federal law. Avoid risk and learn to use a chart to find out how long the copyright lasts (you might be surprised), how to take the Fair Use test, what you can use freely (or not), campus scenarios, and practical tips.

BASICS OF BLOGGING
Instructors: Brian Gray and Roger Zender
Thursday, October 22, 2009 10:00-11:30am
Learn about blogs, their various uses, and best practices to implementing your own blog. Explore various examples in action. Hands-on will get you started on Blog@Case and/or other alternatives like Blogger.

BUSINESS SEARCH SUCCESS: FINDING COMPANY INFORMATION, FAST!
Instructor: Karen Oye
Friday, September 18, 2009 KSL-LL01 12:30-1:30pm
Bring a brown bag lunch if you like!
Save time by using a few select databases so you can find companies in a certain field, or find out more about companies you’re already interested in. Learn which database can create a quick list of companies or a comparison chart. Quickly find parent company info, top competitors & brands, names of officers & boards, financials and stock valuation current to within 15 minutes! Use the best business database, for your company search!

MAXIMIZING ACADEMIC EXCELLENCE WITH LIBRARY RESOURCES
Instructor: Mark Eddy
Monday, October 19, 2009 2:00-4:00pm
Wednesday, November 4, 2009 10:00am-Noon
New to KSL, or just looking for information? Let us introduce you to a world of high quality library resources that can boost your academic performance. Move beyond the vast, undifferentiated information landscape of Google and learn how to locate specialized research materials and services only available through the library. We’ll also show you how to create systematic research strategies for your class project or paper.

PATENT RESEARCH: BASIC SEARCH TECHNIQUES
Instructor: Brian Gray
Monday, November 2, 2009 1:00-2:30pm
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.
PATENT RESEARCH: BASIC SEARCH TECHNIQUES (ONLINE COURSE USING ADOBE CONNECT)
Instructor: Brian Gray
Monday, September 28, 2009 2:00-3:30pm
This class session will be offered totally online using Adobe Connect. It will consist of a presentation, including time for questions from participants. Registration will close 48 hours before the scheduled time, so that email invitations can be sent with log-in instructions.

NAVIGATING ELECTRONIC INFORMATION RESOURCES
Instructor: Mark Eddy
Wednesday, October 28, 2009 10:00am-Noon
Friday, November 20, 2009 1:00-3:00pm
Did you know that KSL provides access to over 300 research databases and 7,500 electronic journals, newspapers, and magazines? Our diverse collection of online resources can give you a tremendous academic edge. Learn how to use these resources effectively to get the information you need. We provide instruction on search formats and strategies to bring you to your information destination!

UNDERSTANDING RSS FEEDS
Instructor: Brian Gray
Thursday, October 8, 2009 11:00am-Noon
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.

UNDERSTANDING RSS FEEDS (ONLINE COURSE USING ADOBE CONNECT)
Instructor: Brian Gray
Thursday, November 12, 2009 11:00am-Noon
This class session will be offered totally online using Adobe Connect. It will consist of a presentation, including time for questions from participants. Registration will close 48 hours before the scheduled time, so that email invitations can be sent with log-in instructions.

BASICS OF WIKIS
Instructors: Brian Gray and Roger Zender
Wednesday, September 16, 2009 10:00-11:30am
Learn about wikis, their various uses, and best practices to implementing your own wiki. Explore various examples in action such as the Case Wiki, Wikipedia, and others. Hands-on will get you started on Case Wiki and/or other alternatives like PBWiki.

ZOTERO: THE NEXT GENERATION IN RESEARCH MANAGEMENT APPLICATIONS
Instructor: Mark Eddy
Thursday, November 12, 2009 9:00-11:00am
Tuesday, December 8, 2009 1:00-3:00pm
Zotero is an exciting, easy to use and versatile open source research tool for the Firefox web browser. With Zotero users can quickly grab and store bibliographic citations and keep track of web pages, images, and PDFs, as well as take notes and link together every aspect of research in one collection. Working individually or collaborating in groups, users can store their Zotero collections on a personal computer or a free online storage server. Collections also can be synchronized and updated on multiple computers. Zotero also provides thousands of citation styles, generating footnotes and bibliographies that can be imported instantly into research papers and projects.

GETTING STARTED IN BLACKBOARD
Instructor: Genevieve Mathieson
Tuesday, September 15, 2009 10:00-11:30am
This class is intended to help instructors put their courses into Blackboard. We’ll cover everything from creating the Blackboard site and adding the students to adding content and interacting with the students. While the session is aimed at those who are new to Blackboard, it should also be a good refresher for those who want to learn better ways to add content and communicate in Blackboard.

MAKING THE MOST OF BLACKBOARD
Instructor: Genevieve Mathieson
Friday, September 25, 2009 1:30-3:30pm
This class will review the features that make Blackboard such a powerful tool for instructors. Topics will include the discussion board, creating quizzes and surveys, collecting assignments, and the best ways to use Blackboard for communication and interaction. Participants with Blackboard experience will get the most out of this session, but newer users are also welcome.

GETTING TO KNOW THE GRADE CENTER IN BLACKBOARD
Instructor: Genevieve Mathieson
Tuesday, October 20, 2009 10:00-11:30am
Thursday, December 3, 2009 10:00-11:30am
The university has upgraded Blackboard to version 8.0. While most features of Blackboard remain the same, the new version offers instructors a completely new Grade Center and new self-assessment options. Instructors, come to this session to get an overview of these new tools and learn how to use them in your classes!
INTRODUCTION TO TEXT ENCODING IN THE HUMANITIES
Instructor: Rich Wisneski
Prerequisites: Familiarity with HTML and XML
Tuesday, November 17, 2009 1:00-4:00pm
This class will introduce participants to text encoding and the Text Encoding Initiative (TEI). Participants will learn how to create TEI documents from short prose works and verse, including TEI headers and structural markup.

INTRODUCTION TO XML
Instructor: Rich Wisneski
Prerequisites: Familiarity with HTML and XHTML
Wednesday, September 30, 2009 KSL-LLO6 1:00-4:00pm
This class will introduce participants to the basic principles of Extensible Markup Language (XML). Participants will learn how to create an XML document and gain experience with Namespaces and Document Type Definitions (DTD). Hands-on practice will be an integral part of the class.

INTERMEDIATE XML
Instructor: Rich Wisneski
Prerequisite: Introduction to XML
Tuesday, October 20, 2009 1:00-4:00pm
This course is a continuation of the “Introduction to XML” class with an emphasis on Schemas, Extensible Stylesheet Transformations (XSLT) and XPath.

INTRODUCTION TO STRUCTURED QUERY LANGUAGE (SQL)
Instructor: Roger Zender
Monday, November 2, 2009 9:00am-Noon
This course will provide students with an introduction and a foundation for understanding SQL programming. Students will learn how to use SQL to interact with relational databases. Additionally, students will learn about relational databases in general, and about some common tools and methodologies professionals use to understand them.

INTRODUCTION TO SPSS
Instructor: Ann Holstein
Wednesday, October 14, 2009 KSL-LLO6 1:00-4:00pm
General introduction to SPSS, designed for those who want to learn how to use SPSS for basic statistical analysis. Topics include working with and defining variables, running basic statistical tests, creating frequency distributions, measuring central tendency & dispersion, calculating standard scores, and creating basic graphs & scatterplots.

ADOBE ACRABOT 9: INTRODUCTION
Instructor: Debbie Korodi
Prerequisites: Familiarity with Windows or Mac OS; knowledge of Microsoft Word.
Monday, October 12, 2009 1:00-4:00pm
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 ACRABOT 9: CREATING PDF FORMS
Instructor: Debbie Korodi
Prerequisite: Knowledge of Adobe Acrobat 9.
Wednesday, November 11, 2009 KSL-LLO6 9:00am-Noon
With Adobe Acrobat 9 Professional software, you can collect and compile data with easy-to-create electronic forms. Create fillable forms from an existing document, or leverage the template library to easily build your own form.

ADOBE CONNECT: INTRODUCTION
Instructors: Genevieve Mathieson and Megan Linos
Friday, October 23, 2009 10:00-11:30am
Adobe Acrobat Connect Pro is the web conferencing system being used by the University. It is available for use by all faculty, staff and students and provides a cross-platform, browser-based solution for remote instruction, collaboration and communication. Adobe Connect seamlessly integrates various online tools such as audio/video conferencing, screen sharing, white boards, chat and file-sharing to name a few. This beginner session will walk you through the basic functions of Adobe Connect, showing you what you need to get started in the system, set up a meeting and use some of the system’s many features.

USING ADOBE CONNECT: HOSTING AN INTERACTIVE MEETING
Instructors: Genevieve Mathieson and Megan Linos
Tuesday, October 27, 2009 10:00am-Noon
Adobe Connect is a user-friendly application and a great tool for meeting with remotely-located colleagues and collaborators, but hosting a successful meeting requires preparation and practice. This hands-on session, intended for users who have some experience with Adobe Connect, will review meeting facilitation tools within Adobe Connect and address best practices for meeting hosts.
USING ADOBE CONNECT: HOSTING AN EVENT
Instructors: Genevieve Mathieson and Megan Linos
Friday, November 6, 2009  2:00-3:30pm
Adobe Connect offers users the ability to broadcast formal presentations, webinars, large-scale meetings and other events to remote participants, but like any large events, Adobe Connect events require planning. In this session, we will discuss the best tools available within Adobe Connect for presenting content to larger audiences. We will also talk about what preparation and additional technology are needed for large-scale events in Adobe Connect, and what useful resources are available to ensure the success of an Adobe Connect event. Participants are encouraged to bring questions.

FREEDMAN CENTER: SUNDAY SERIES
The Sunday Series offers the core Freedman Center workshops from 1:00-4:00pm in KSL, Room 215.

October 4 – Digital Images I: Introduction & Basic Photoshop
October 11 – Digital Images II: Advanced Photoshop
October 18 – Digital Images III: Even MORE Advanced Photoshop
November 1 – Video Workshop I: Introduction to Digital Video
November 8 – Video Workshop II: Advanced Digital Video
November 15 – PowerPoint: From Introduction to Advanced
November 22 – Desktop Publishing: Introduction
See individual class descriptions for more information.

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

AUDI0 RECORDING & EDITING
Instructor: Jared Bendis
Wednesday, September 30, 2009  2:00-5:00pm
Wednesday, October 28, 2009  2:00-5:00pm
Wednesday, November 25, 2009  2:00-5:00pm
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.

DIGITAL IMAGES I: INTRODUCTION & BASIC PHOTOSHOP
Instructor: Jared Bendis
Wednesday, September 9, 2009  2:00-5:00pm
Sunday, October 4, 2009  1:00-4:00pm
Thursday, October 8, 2009  2:00-5:00pm
Wednesday, November 4, 2009  2:00-5:00pm
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
Instructor: Jared Bendis
Prerequisite: Digital Images I: Introduction & Basic Photoshop
Tuesday, September 15, 2009  2:00-5:00pm
Sunday, October 11, 2009  1:00-4:00pm
Thursday, October 15, 2009  2:00-5:00pm
Tuesday, November 10, 2009  2:00-5:00pm
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. Please DO NOT register for this class if you have not taken the Digital Images I: Introduction & Basic Photoshop class.

DIGITAL IMAGES III: EVEN MORE ADVANCED PHOTOSHOP
Instructor: Jared Bendis
Prerequisites: Digital Images I and Digital Images II
Friday, October 2, 2009  2:00-5:00pm
Sunday, October 18, 2009  1:00-4:00pm
Wednesday, December 2, 2009  2:00-5:00pm
This workshop is designed as an advanced Photoshop lab time where various advanced techniques will be demonstrated based on the interests of the participants. Participants are also invited to bring their Photoshop questions to this less formal hands-on workshop to address their real-world Photoshop dilemmas.
VIDEO WORKSHOP I: INTRODUCTION TO DIGITAL VIDEO
Instructor: Jared Bendis
Thursday, September 10, 2009 2:00-5:00pm
Tuesday, October 6, 2009 2:00-5:00pm
Sunday, November 1, 2009 1:00-4:00pm
Thursday, November 5, 2009 2:00-5:00pm

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
Instructor: Jared Bendis
Prerequisite: Video Workshop I: Introduction to Digital Video
Thursday, September 17, 2009 2:00-5:00pm
Tuesday, October 13, 2009 2:00-5:00pm
Sunday, November 8, 2009 1:00-4:00pm
Thursday, November 12, 2009 2:00-5:00pm

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.

DREAMWEAVER CS4: WHAT'S NEW? NEW
Instructor: Thomas Hayes
Friday, November 13, 2009 10:00am-Noon
Tuesday, December 15, 2009 1:00-3:00pm

Adobe released its Creative Suite 4 for virtually all of its products including Dreamweaver. So, what difference does this make? If you’ve used Dreamweaver in the past, come to What’s New in Dreamweaver CS4 to find out. (Hint: new LiveView allows for real-time viewing of your site in design view; web page editing directly from a web browser with Adobe InContext; use of Adobe Photoshop Smart Objects—PSD linking; many user interface enhancements.)

DREAMWEAVER CS4: INTRODUCTION
Instructor: Thomas Hayes
Thursday, September 10, 2009 KSL-LLO6 9:00am-Noon
Monday, October 5, 2009 1:00-4:00pm
Thursday, November 5, 2009 9:00am-Noon
Tuesday, December 1, 2009 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 CS4: INTERMEDIATE
Instructor: Thomas Hayes
Friday, September 18, 2009 1:00-4:00pm
Thursday, October 15, 2009 9:00am-Noon
Monday, November 9, 2009 1:00-4:00pm
Thursday, December 10, 2009 9:00am-Noon

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

DREAMWEAVER CS4: ADVANCED
Instructor: Thomas Hayes
Monday, September 28, 2009 9:00am-Noon
Wednesday, October 21, 2009 1:00-4:00pm
Thursday, November 19, 2009 9:00am-Noon

Adobe Dreamweaver provides a set of built-in tools that you can use to work with databases: connect to data sources, pull data out, put data in, search, and report results. This course will walk users through this process. The concepts used are similar regardless of the technology used: i.e., PHP, ASP, ColdFusion; demonstrating once again why Dreamweaver is a powerful application for working with your web sites. This course assumes you are familiar with databases and a somewhat more savvy than average computer user. Note, also, that this course will not discuss how to create a relational database, nor will it teach how to use any particular server side technology (other than what is necessary to accomplish the given task). Given time, this course will also look at Dreamweaver CS4’s implementation of Adobe’s Spry (a version of AJAX—asynchronous javascript and XML) and utilizing XML datasources.

HOW TO MAKE WEB PAGES USING HTML
Instructor: Thomas Hayes
Friday, October 30, 2009 9:00am-4:00pm

This course will introduce you to Hypertext Markup Language (HTML) and creating web pages using HTML. The course will cover general information about the web, the anatomy of a Tag: headings, paragraph, text, title, breaks, etc.; Lists: Hyperlinks; formatting text; incorporating images/multimedia; and Tables: displaying information on a web page.

CASCADING STYLE SHEETS (CSS): INTRODUCTION NEW
Instructor: Thomas Hayes
Monday, November 30, 2009 1:00-4:00pm
Friday, December 18, 2009 9:00-Noon

A Cascading Style Sheet (CSS) is a document/language used to describe the presentation (the look and feel) of another document written in a markup language, usually HTML, but it can be applied to XML documents (XSLT). CSS is designed primarily to enable the separation of document structure (written in HTML) from document appearance: including elements such as the colors, fonts, and layout. This class will cover the fundamentals, including DIVs, ids, classes, spans, and styles.
DESKTOP PUBLISHING: INTRODUCTION
Instructor: Jared Bendis

Thursday, September 24, 2009  2:00-5:00pm
Thursday, October 22, 2009  2:00-5:00pm
Thursday, November 19, 2009  2:00-5:00pm
Sunday, November 22, 2009  1:00-4:00pm

Trying to put together a flyer, newsletter, postcard, or poster and finding that Word and Photoshop just don’t seem to work? Participants in this session will learn the fundamentals of desktop publishing.

ADVANCED DESKTOP PUBLISHING: ADOBE INDESIGN
Instructor: Jared Bendis
Prerequisite: Desktop Publishing: Introduction

Thursday, October 29, 2009  2:00-5:00pm
Thursday, December 3, 2009  2:00-5:00pm

Have you outgrown Microsoft Publisher? Do you have specific desktop publishing needs but can’t quite figure out this complex but powerful program? Participants in this fast paced session will learn the basic ins and outs of Adobe InDesign. Desktop Publishing: Introduction course is required!

POWERPOINT—FROM INTRO TO ADVANCED
Instructor: Jared Bendis

Wednesday, September 23, 2009  2:00-5:00pm
Sunday, November 15, 2009  1:00-4:00pm
Wednesday, November 18, 2009  2:00-5:00pm
Thursday, December 10, 2009  2:00-5:00pm

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.

INTRODUCTION TO MULTIMEDIA AUTHORING: PACHYDERM
Instructor: Jared Bendis

Thursday, October 1, 2009  2:00-5:00pm
Tuesday, November 24, 2009  2:00-5:00pm
Wednesday, December 9, 2009  2:00-5:00pm

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.

MS ACCESS 2007: DATABASE OVERVIEW PART 1
Instructor: Debbie Korodi

Friday, September 11, 2009  1:00-4:00pm
Monday, October 26, 2009  9:00am-Noon

Do you want to know what Access is and how it might help you? This course overviews Access, demonstrates what a database can do for you and shows how in general Access works.

MS ACCESS 2007: DATABASE OVERVIEW PART 2
Instructor: Debbie Korodi
Prerequisite: Database Overview Part 1

Monday, September 21, 2009  1:00-4:00pm
Tuesday, November 3, 2009  9:00am-Noon

Part 2 of the Access Database Overview class reviews the lessons learned in Part 1 and provides hands-on practice exercises to better familiarize yourself with the application.

MS ACCESS: ALL ABOUT QUERIES
Instructor: Debbie Korodi
Prerequisite: MS Access Database Overview Part 1

Tuesday, September 22, 2009  9:00am-Noon

This course uncovers 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: FORMS
Instructor: Debbie Korodi
Prerequisite: MS Access: Database Overview Part 1

Monday, November 23, 2009  9:00am-Noon

This course covers basic form design in addition to advanced form design, including calculated fields, lookup fields, and toolbox design tools. Discover the advantages of using forms for data entry instead of table datasheets.
**MS ACCESS: TABLE DESIGN & RELATIONSHIPS**
Instructor: Debbie Korodi  
Prerequisite: Basic to Intermediate Access skills  
**Wednesday, November 18, 2009  KSL-LL06  9:00am-Noon**

Tables are the backbone of your database. This course focuses on creating tables to maximize data input, validation and extraction. Topics include creating tables, field types and attributes, defining relationships, linking and importing, and more.

**MS ACCESS: REPORTS**  
Instructor: Debbie Korodi  
Prerequisite: MS Access: Database Overview Part 1  
**Friday, December 4, 2009  1:00-4:00pm**

This course concentrates on the many ways your data can be presented in a report. Grouping and sorting data are covered, as well as report and field properties. The Report Wizard is introduced, but we go behind the scenes and discover how to create totals, counts, and more.

**MS EXCEL 2007: NEW FEATURES**  
Instructor: Debbie Korodi  
**Tuesday, September 22, 2009  1:00-4:00pm**

This course will cover new features within the MS Excel 2007 application.

**MS EXCEL 2007: BASICS - CREATING SPREADSHEETS**  
Instructor: Debbie Korodi  
**Monday, September 21, 2009  9:00am-Noon**  
**Monday, October 26, 2009  1:00-4:00pm**

This course will cover the basics of designing a spreadsheet with Microsoft Excel 2007. 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.

**MS EXCEL 2007: LIST MANAGEMENT TOOLS**  
Instructor: Debbie Korodi  
Prerequisite: MS Excel: Basics - Creating Spreadsheets  
**Tuesday, November 3, 2009  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 2007: FORMULAS & FUNCTIONS**  
Instructor: Debbie Korodi  
Prerequisite: MS Excel: Basics - Creating Spreadsheets  
**Monday, October 12, 2009  9:00am-Noon**

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 2007: EVALUATE & INTERPRET DATA**  
Instructor: Debbie Korodi  
Prerequisite: MS Excel: Basics - Creating Spreadsheets  
**Wednesday, November 11, 2009  KSL-LL06  1:00-4:00pm**

Excel provides many tools to evaluate information. This course covers a set of tools that have been pulled together under the name of Evaluate & Interpret. Topics covered include Naming cells, IF Function, Vlookup Function, Conditional Sums Wizard, Forms Controls, Goal Seek, Solver, Scenario Manager, and Data Tables. This course is NOT for the novice Excel User.

**MS EXCEL 2007: ADVANCED COURSE**  
Instructor: Debbie Korodi  
Prerequisite: Extensive experience with Excel 2007 spreadsheets  
**Monday, November 23, 2009  1:00-4:00pm**

This Advanced Excel course covers a variety of topics. Working with nested functions and advanced list management features will be discussed. In addition importing and exporting data will be covered. Also, running, recording and basic editing of macros is included. This course is NOT for the novice Excel user.

**MS WORD 2007: NEW FEATURES**  
Instructor: Debbie Korodi  
**Friday, September 11, 2009  9:00am-Noon**

This course will cover new features within the MS Word 2007 application.

**MS WORD 2007: TABS, INDENTS AND STYLES**  
Instructor: Debbie Korodi  
**Wednesday, November 18, 2009  KSL-LL06  1:00-4:00pm**

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 WORD 2007: TABLES, COLUMNS, GRAPHICS & DRAWING TOOLS**  
Instructor: Debbie Korodi  
**Friday, October 2, 2009  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 use drawing tools and you’ll be doing desktop publishing with ease. Topics include: creating and setting up tables/columns, inserting & deleting, formatting, tables, clip art, merging/splitting cells, and more.

**MS WORD 2007: MAIL MERGE**  
Instructor: Debbie Korodi  
**Friday, December 4, 2009  9:00am-Noon**

This class will teach you how to save time by using Mail Merge to create form letters, envelopes and labels. Find out how to use selective merging and sorting of data. Also, merge data from other sources like Excel or Access.
KELVIN SMITH LIBRARY STAFF can help you with creating and formatting your thesis or dissertation to be submitted electronically. Opportunities are available for Graduate students to attend a MS Word 2007 class specifically to learn the skills necessary to create your document. Graduate students can also reserve one-on-one sessions with our instructor to answer specific questions related to your thesis/dissertation.

See below for specific class times and individual session opportunities.

MS WORD 2007 FOR SUBMITTING YOUR THESIS/DISSERTATION
Instructor: Debbie Korodi
Friday, October 2, 2009  KSL-LL06  1:00-4:00pm
This class is designed to help GRADUATE STUDENTS use MS Word 2007 to create and format their thesis/dissertation to be submitted electronically. In this class you will learn about page formatting, such as margins, custom headers, and footers. In addition, you will learn about features like tabs, indents and tables. You will understand what section breaks are and when you need them instead of a page break. You will apply heading styles and learn how to generate a Table of Contents. Also, create footnotes, captions, cross references, a bibliography, and convert your Word document to a PDF file. Register through the CaseLearns online system at library.case.edu/caselearns.

ONE-ON-ONE APPOINTMENTS
Schedule thirty-minute or one-hour sessions by calling Library Administration at (216) 368-2992 or email: caselearns@case.edu.
All one-on-one sessions take place in KSL’s Freedman Center, located on the main floor of the library. You will receive an email confirmation of your reservation.
Fall session one-on-one appointments are available on the following dates:
Monday, October 26  4:30-6:30pm
Tuesday, November 3  4:30-6:30pm
Wednesday, November 11  4:30-6:30pm
Wednesday, November 18  4:30-6:30pm
Monday, November 23  4:30-6:30pm
Friday, December 4  4:30-6:30pm

HEALTH CENTER LIBRARY CLASSES

All sessions meet in the Health Center Library, Room 244

MEDLINE
Instructor: Michael McGraw
Thursday, October 22, 2009  1:00-2:30pm
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
Instructor: Michael McGraw
Thursday, September 24, 2009  1:00-2:30pm
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 IN HEALTH SCIENCES
Instructor: Kathleen Blazar
Tuesday, September 15, 2009  10:00-11:00am
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 FOR WINDOWS
Instructor: Kathleen Blazar
Tuesday, October 13, 2009  10:00-11:00am
Learn how to organize references easily and create bibliographies within Microsoft Word.

ENDNOTE FOR WINDOWS
Instructor: Michael McGraw
Thursday, October 8, 2009  1:00-2:30pm
Thursday, November 19, 2009  1:00-2:30pm
Learn how to organize references easily and create bibliographies within Microsoft Word.

EVIDENCE BASED PRACTICE
Instructor: Michael McGraw
Thursday, November 12, 2009  1:00-2:30pm
Full text topic reviews of the evidence-based medical literature, provides authoritative “bottom line” evidence-based information ideal for doctors and nurses.
REGISTRATION

Please register through the online registration system:
http://library.case.edu/caselearns

Any questions, please contact us:
Email: caselearns@case.edu
Phone: 216-368-2992