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.

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, 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.
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: WORK WITH YOUR PUBLISHER IN TODAY’S SCHOLARLY COMMUNICATIONS ENVIRONMENT**

**Instructor:** Karen Oye  
**Thursday, April 1, 2010**  
11:30am-12:30pm  
**Thursday, April 8, 2010**  
11:30am-12:30pm  

*Bring a lunch or schedule an onsite group/department class!*

Protect some of the copyrights that you’ll want to use after you publish (instead of signing them away). Hear more about negotiation talking points, where to find publisher lists for options like Open Access, how to determine what rights to keep and what to share, and more about alternative publishing rights in Creative Commons and Digital Case.

> “Copyright and Author’s Rights was very useful for me...I didn’t know about help...to negotiate my future rights as author with a publisher.” Faculty, 2009, College of Arts & Sciences

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**COPYRIGHT DEMYSTIFIED - THE BASICS TO HELP YOU DETERMINE WHAT RIGHTS & EXEMPTIONS YOU HAVE**

**Instructor:** Karen Oye  
**Thursday, March 4, 2010**  
11:30am-12:30pm  
**Tuesday, March 9, 2010**  
11:30am-12:30pm  

*Bring a lunch or schedule an onsite group/department class!*

Q: Copies for class, URL vs. PDF, lectures on YouTube?  
A: Find out what the Fair Use doctrine really means and what legal exemptions you have when using someone else’s work. We cover copyright basics, helpful charts (determine rights for works that weren’t renewed), campus scenarios, practical tips and more to help you avoid risk and uphold federal law while you teach and learn at Case.

> “Class was very important and excellent timing for me. I have made more writing & publishing a professional goal. I definitely learned something new!” Faculty, 2009, Nursing

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**BASICS OF MAKING A RESEARCH POSTER**

**Instructor:** Ann Holstein  
**Tuesday, March 16, 2010**  
12:00-12:45pm  
**Wednesday, March 17, 2010**  
4:00-4:45pm  

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.

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**BUSINESS SEARCH SUCCESS: FINDING COMPANY OR INDUSTRY INFORMATION, FAST!**

**Instructor:** Karen Oye  
**Thursday, February 4, 2010**  
KSL-LL01 3:15-4:15pm  
**Thursday, March 11, 2010**  
KSL-LL01 11:30am-12:30pm  

*Bring a lunch or schedule an onsite group/department class!*

Save time with powerful databases that help you with your business class, your job interview, or plans for a business of your own. Learn which database features can give you a quick list of companies or a comparison chart, competitors & brands, names of officers & boards, and how to build a stock valuation chart in seconds. Industry research is easy, with the right tools, whether it’s ratios, betas, financials, or analysis. Learn with great tools, for greater results!

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**ADVANCE SEARCHING TECHNIQUES FOR SCIFINDER SCHOLAR ON THE WEB**

**Instructor:** Shu Guo  
**Friday, January 22, 2010**  
10:00am-Noon  
**Thursday, February 25, 2010**  
4:00-6:00pm  

SciFinder Scholar is a research database that allows faculty and researchers to access a wide diversity of research from many scientific disciplines, including biomedical sciences, chemistry, engineering, materials science, agricultural science, and more!

The new web version of SciFinder provides scientists with web access to the most comprehensive scientific information available with several brand new capabilities, such as the Keep Me Posted alert service. CAS has employed a very easy to use registration system and there is no need to download software. Access via the client software will be phased out eventually.
JOURNAL ALERTS MADE EASY - ALWAYS GET YOUR FAVORITE JOURNALS AS SOON AS THEY PUBLISH! NEW!

Instructor: Karen Oye
Wednesday, February 3, 2010 KSL-LL06 3:15-4:00pm
Thursday, February 4, 2010 11:30am-12:15pm
Tuesday, February 23, 2010 11:30am-12:15pm
Wednesday, February 24, 2010 KSL-LL06 3:15-4:00pm
Thursday, March 18, 2010 11:30am-12:15pm

Maximize your research time, eliminate paper routing, get automated online journal table of contents in your email. Bring your favorite journal titles & get hands-on help to easily set up accounts in databases or journal collections, customize your alerts, and/or create saved searches for the newest results on a topic. Invest 45 minutes in class for special features that optimize your work and make life easier.

LOCATING MEASURES AND ASSESSMENTS FOR THE SOCIAL SCIENCES
Instructor: Sharon Gravius
Friday, February 26, 2010 10:30-Noon
Thursday, April 8, 2010 1:00-2:30pm

Confused about where to get started looking for a test or measure? Wondering how to locate free vs. paid measures? Then this class is for you.

MAXIMIZING ACADEMIC EXCELLENCE WITH LIBRARY RESOURCES
Instructor: Mark Eddy
Wednesday, January 27, 2010 10:00am-Noon
Monday, April 5, 2010 2:00-4:00pm

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.

MEDIAVISION COURSEWARE: AN INTRODUCTION NEW!
Instructor: Megan Linos
Tuesday, January 26, 2010 10:00am-Noon
Wednesday, April 21, 2010 KSL-LL06 3:00-5:00pm

In this training session, we will introduce the MediaVision courseware project from the curriculum design and creative teaching point of view while sharing the student learning assessment data that we have created in the past five years. You will also be learning the techniques to integrate embedded courseware tools into your teaching effectively.

NAVIGATING ELECTRONIC INFORMATION RESOURCES
Instructor: Mark Eddy
Monday, February 8, 2010 2:00-4:00pm
Wednesday, April 14, 2010 10:00am-Noon

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!

PATENT RESEARCH: BASIC SEARCH TECHNIQUES
Instructor: Brian Gray
Thursday, February 11, 2010 10:00-11:30am

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
Wednesday, April 7, 2010 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.

USING REFWORKS AS A BIBLIOGRAPHICAL TOOL
Instructor: Sharon Gravius
Wednesday, March 3, 2010 10:30-Noon
Tuesday, March 23, 2010 KSL-LL06 1:00-2:30pm

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.

REFWORKS: ADVANCED FEATURES NEW!
Instructor: Sharon Gravius
Wednesday, March 31, 2010 10:30-Noon

This course covers topics such as advanced searching, using RefMobile, using RefGrab-It to import web data, working offline, editing multiple references, viewing, printing and sorting references and more. Attendees should have a working knowledge of RefWorks’ basic features.
ZOTERO: THE NEXT GENERATION IN RESEARCH MANAGEMENT
APPLICATIONS

Instructor: Mark Eddy

Wednesday, February 24, 2010 2:00-4:00pm
Friday, March 26, 2010 9:00-11:00am

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.

ADOBE ACRoBAT 9: INTRODUcTION

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

Tuesday, February 16, 2010 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 ACRoBAT 9: cREATING PDF FORMS

Instructor: Debbie Korodi
Prerequisite: Knowledge of Adobe Acrobat 9.

Friday, April 9, 2010 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.

USING ADOBE CONNECT: HOSTING AN EVENT

Instructors: Genevieve Mathieson and Megan Linos

Thursday, March 4, 2010 KSL-LL06 1:00-2:30pm

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.

ADOBE CONNECT: INTRODUCTION

Instructors: Genevieve Mathieson and Megan Linos

Wednesday, January 27, 2010 KSL-LL06 2:00-4:00pm
Friday, April 30, 2010 KSL-LL06 10:00am-Noon

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.

INTERMEDIATE ADOBE CONNECT: HOSTING AN INTERACTIVE MEETING

Instructors: Genevieve Mathieson and Megan Linos

Wednesday, February 24, 2010 KSL-LL06 10:00am-Noon
Friday, May 7, 2010 KSL-LL06 1:00-3:00pm

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.

ARCGIS DESKTOP: TOOLS AND FUNCTIONALITY FOR FEE CLASS

Instructor: Ann Holstein

Consecutive Fridays (6 total): KSL-LL06 1:00-5:00pm
March 19 and 26; April 2, 9, 16 and 23

This course is a 24-hour certificate course (6 days) that teaches the range of functionality available in ArcGIS Desktop software and its essential tools for visualizing, creating, managing, and analyzing geographic data. This hands-on class emphasizes the use of the software to perform common GIS tasks. The course covers the creation and management of GIS data, displaying data on maps, performing data analysis, geocoding and address matching. This class covers all of the basics that you need to begin using this software on your own.

Cost: $300 Case Students; $450 Case Faculty & Staff

DO NOT Register through CaseLearns for these classes. Please go to: http://library.case.edu/ksl/csgd/introductionarcgis.pdf for additional information, including the downloadable registration form.

Please Note: Registration form must be completed and submitted by Friday, March 5, 2010.
BASICS OF BLOGGING
Instructors: Brian Gray and Roger Zender
Thursday, March 25, 2010 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.

GETTING STARTED IN BLACKBOARD
Instructor: Genevieve Mathieson
Friday, January 15, 2010 10:30am-Noon
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
Monday, February 1, 2010 2:00-4:00pm
This class will review the features that make Blackboard such a powerful tool for instructors. Topics will include the best ways to use Blackboard for communication, interaction and assessment, from using the discussion board to quizzes, surveys and assignments. Participants with Blackboard experience will get the most out of this session, but newer users are also welcome.

UNDERSTANDING RSS FEEDS
Instructor: Brian Gray
Friday, April 2, 2010 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
Wednesday, March 3, 2010 2:00-3:00pm
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.

INTRODUCTION TO SPSS
Instructor: Ann Holstein
Monday, January 25, 2010 KSL-LL06 2:00-5:00pm
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.

INTERMEDIATE SPSS
Instructor: Ann Holstein
Prerequisite: Introduction to SPSS
Monday, February 22, 2010 KSL-LL06 2:00-5:00pm
Picking up where Introduction to SPSS leaves off, participants will learn how to use more advanced statistical functions. Topics include making predictions and associations using Pearson & Spearman correlations, calculating simple & multiple linear regressions, advanced graphing and more.

INTRODUCTION TO STRUCTURED QUERY LANGUAGE (SQL)
Instructor: Roger Zender
Tuesday, February 9, 2010 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.

GOOGLE APPS: AN INTRODUCTION
Instructor: Roger Zender
Monday, January 25, 2010 10:00am-Noon
With the adoption of Google Apps for email, the university community also has access to web applications like Documents, Spreadsheets, Presentations, Forms and Google Sites. These are powerful applications that are free for Faculty, Students and Staff to use. They provide easy access to create, collaborate and share information. This session will provide instruction on how to use each of these applications, including sharing, collaboration, permissions and integration with Microsoft Office products.
**INTRODUCTION TO TEXT ENCODING IN THE HUMANITIES**

Instructor: Rich Wisneski  
Prerequisites: Familiarity with HTML and XML  
Tuesday, March 23, 2010 9:00am-Noon  
Wednesday, April 7, 2010 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.

**BASICS OF WIKIS**

Instructors: Brian Gray and Roger Zender  
Wednesday, February 17, 2010 10:30am-Noon

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.

**INTRODUCTION TO XML**

Instructor: Rich Wisneski  
Prerequisites: Familiarity with HTML and XHTML  
Wednesday, February 3, 2010 9:00am-Noon

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  
Monday, February 15, 2010 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.

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**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.
**INTRODUCTION TO DIGITAL VIDEO**

Instructor: Jared Bendis  
Thursday, January 14, 2010 1:30-3:30pm  
Wednesday, February 3, 2010 1:30-3:30pm  
Sunday, February 21, 2010 1:30-3:30pm  
Tuesday, March 2, 2010 1:30-3:30pm  
Wednesday, March 24, 2010 1:30-3:30pm  
Monday, April 12, 2010 1:30-3:30pm

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

**VIDEO EDITING**

Instructor: Jared Bendis  
Thursday, January 21, 2010 1:30-4:30pm  
Friday, February 19, 2010 1:30-4:30pm  
Tuesday, February 23, 2010 1:30-4:30pm  
Sunday, February 28, 2010 1:30-4:30pm  
Friday, March 12, 2010 1:30-4:30pm  
Tuesday, March 16, 2010 1:30-4:30pm  
Friday, April 23, 2010 1:30-4:30pm  
Tuesday, May 11, 2010 1:30-4:30pm

This intensive workshop is dedicated to teach the complete fundamentals of video editing using Adobe Premiere Elements including titling, transitions, voice-over audio, and special effects.

**DVD AUTHORING**

Instructor: Jared Bendis  
Wednesday, February 10, 2010 1:30-3:30pm  
Sunday, February 21, 2010 3:30-5:30pm  
Thursday, February 25, 2010 1:30-3:30pm  
Wednesday, March 3, 2010 1:30-3:30pm  
Wednesday, March 10, 2010 1:30-3:30pm

Learn the art of DVD production! From menus to chapter points, learn how to prepare your video clips for easy distribution.

**DIGITAL IMAGES - PART 1**

Instructor: Jared Bendis  
Friday, January 15, 2010 1:30-3:30pm  
Sunday, January 31, 2010 1:30-3:30pm  
Tuesday, February 2, 2010 1:30-3:30pm  
Monday, March 1, 2010 1:30-3:30pm  
Tuesday, April 13, 2010 10:00am-Noon  
Monday, April 26, 2010 1:30-3:30pm

Learn the fundamentals of digital imaging: everything from resolution and file formats to digital cameras and scanners. This workshop covers fundamental vocabulary, concepts, and theory needed to be successful in Photoshop. This session is required for those who want to take Digital Images - Parts 2, 3, and 4.

**DIGITAL IMAGES - PART 2**

Instructor: Jared Bendis  
Prerequisite: Digital Images - Part 1  
Wednesday, January 20, 2010 1:30-3:30pm  
Sunday, January 31, 2010 3:30-5:30pm  
Thursday, February 4, 2010 1:30-3:30pm  
Wednesday, March 3, 2010 1:30-3:30pm  
Thursday, April 15, 2010 10:00am-Noon  
Wednesday, April 28, 2010 1:30-3:30pm

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. Please DO NOT register for this class if you have not taken Digital Images - Part 1.

**DIGITAL IMAGES - PART 3**

Instructor: Jared Bendis  
Prerequisites: Digital Images - Part 1 and 2  
Monday, January 25, 2010 1:30-3:30pm  
Sunday, February 7, 2010 1:30-3:30pm  
Tuesday, February 9, 2010 1:30-3:30pm  
Monday, March 8, 2010 1:30-3:30pm  
Tuesday, April 20, 2010 10:00am-Noon  
Monday, May 3, 2010 1:30-3:30pm

Moving beyond basic workflow, this workshop covers the filter tools, painting tools, and selection tools (including blemish correction). Please DO NOT register for this class if you have not taken Digital Images Part - 1, 2, and 3.

**DIGITAL IMAGES - PART 4**

Instructor: Jared Bendis  
Prerequisites: Digital Images - Part 1, 2, and 3  
Wednesday, January 27, 2010 1:30-3:30pm  
Sunday, February 7, 2010 3:30-5:30pm  
Thursday, February 11, 2010 1:30-3:30pm  
Wednesday, March 10, 2010 1:30-3:30pm  
Thursday, April 22, 2010 10:00am-Noon  
Wednesday, May 5, 2010 1:30-3:30pm

Layers! The heart of Photoshop is using multiple layers! This workshop will cover layers and an alternate workflow for color correction using Adobe Bridge. Please DO NOT register for this class if you have not taken Digital Images Part - 1, 2, and 3.
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 and concepts of desktop publishing through a variety of services and software packages.

**DESKTOP PUBLISHING - PART 2**

Instructor: Jared Bendis  
Prerequisite: Desktop Publishing - Part 1

- **Friday, January 29, 2010** 1:30-4:30pm
- **Thursday, March 18, 2010** 1:30-4:30pm
- **Thursday, May 13, 2010** 1:30-4:30pm

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 - Part 1 is required!

**HOW TO MAKE WEB PAGES USING HTML**

Instructor: Thomas Hayes

- **Wednesday, March 10, 2010** 9:00am-4:00pm
- **Wednesday, April 21, 2010** 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.

**CASCADEING STYLE SHEETS (CSS): INTRODUCTION**

Instructor: Thomas Hayes

- **Wednesday, February 10, 2010** 9:00-Noon
- **Friday, April 30, 2010** 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.

**DREAMWEAVER CS4: INTRODUCTION**

Instructor: Thomas Hayes

- **Wednesday, January 13, 2010** 9:00am-Noon
- **Wednesday, February 17, 2010** 1:00-4:00pm
- **Monday, March 22, 2010** 9:00am-Noon
- **Monday, May 10, 2010** 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

- **Thursday, January 21, 2010** 9:00am-Noon
- **Friday, February 26, 2010** 1:00-4:00pm
- **Thursday, April 1, 2010** 9:00am-Noon
- **Wednesday, May 19, 2010** 1:00-4:00pm

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

**DREAMWEAVER CS4: ADVANCED**

Instructor: Thomas Hayes

- **Friday, January 29, 2010** 9:00am-Noon
- **Wednesday, April 14, 2010** 1:00-4:00pm
- **Thursday, May 27, 2010** 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.
MS ACCESS 2007: DATABASE OVERVIEW PART 1
Instructor: Debbie Korodi
Tuesday, January 19, 2010 1:00-4:00pm
Do you want to know what Access is and how it might help you? This course gives you an overview of an Access database, and how to start a new database. Table creation is introduced, as well as adding, editing and deleting records.

MS ACCESS 2007: DATABASE OVERVIEW PART 2
Instructor: Debbie Korodi
Prerequisite: MS Access Database Overview Part 1
Thursday, January 28, 2010 1:00-4:00pm
Part 2 of Access Database Overview introduces you to the basics of creating queries, forms, and reports. Hands-on practice exercises are provided at the end of class to review what was learned in Parts 1 and 2. Bring a copy of your own database if you have specific questions about it.

MS ACCESS: ALL ABOUT QUERIES
Instructor: Debbie Korodi
Prerequisite: MS Access Database Overview Parts 1 and 2
Tuesday, February 16, 2010 1:00-4:00pm
This course uncovers the power of Access queries. Basic select queries are covered in addition to powerful action queries, including Update, Make Table, Append, and Delete. Setting up criteria, sorting, and calculated fields will be covered too. You should take this course prior to Access Forms and Reports.

MS ACCESS: TABLE DESIGN & RELATIONSHIPS
Instructor: Debbie Korodi
Prerequisite: MS Access: Database Overview Parts 1 and 2
Monday, March 15, 2010 9:00am-Noon
Tables are the backbone of your database. This course focuses on creating tables to maximize data input and validation. Topics covered include naming fields, data types, and setting field properties. In addition, defining relationships, enforcing referential integrity, importing and linking will be covered.

MS ACCESS: REPORTS
Instructor: Debbie Korodi
Prerequisite: MS Access: Database Overview Parts 1 and 2
Wednesday, May 12, 2010 9:00am-Noon
This course concentrates on the many ways your data can be presented in a report. The Report Wizard is introduced and we go behind the scenes to work in both the Layout view and the Design view. Grouping, sorting, and calculating data is covered too.

MS EXCEL 2007: NEW FEATURES
Instructor: Debbie Korodi
Friday, February 5, 2010 9:00am-Noon
This course will cover new features of Excel 2007, such as the Ribbon, Office Button, and Quick Access Toolbar. The new Page Layout view will be discussed in addition to contextual tabs, and the new file format (.xlsx).

MS EXCEL 2007: BASICS - CREATING SPREADSHEETS
Instructor: Debbie Korodi
Tuesday, January 19, 2010 9:00am-Noon
Monday, March 22, 2010 KSL-LL06 1:00-4:00pm
This course will cover the basics of designing a spreadsheet with Microsoft Excel 2007. Topics include entering data, navigating, editing cells, page setup and formatting your worksheet. Basic formulas and functions are covered, as well as auto filling to save time.

MS EXCEL 2007: LIST MANAGEMENT TOOLS
Instructor: Debbie Korodi
Prerequisite: MS Excel: Basics - Creating Spreadsheets
Friday, April 9, 2010 1:00-4:00pm
This course covers Excel’s list management tools. Sorting, custom lists, and data validation is covered. In addition, filtering, subtotaling, pivot tables and pivot charts are explored.

MS EXCEL 2007: CHARTING
Instructor: Debbie Korodi
Prerequisite: MS Excel: Basics - Creating Spreadsheets
Monday, March 15, 2010 1:00-4:00pm
Enhance your Excel data by creating charts. Many different chart types are explored, such as column, bar, and pie. Learn to work with the new Chart Tools tabs (Design, Layout, and Format). Moving, sizing and printing charts are covered too.
MS EXCEL 2007: FORMULAS & FUNCTIONS
Instructor: Debbie Korodi
Prerequisite: MS Excel: Basics - Creating Spreadsheets

Friday, March 5, 2010 9:00am-Noon

This course covers formulas and using many of Excel’s common functions. Relative versus absolute references is explained, in addition to naming and linking cells. Some of the functions covered are SUM, AVERAGE, IF, VLOOKUP, SUBTOTAL, and CONCATENATE.

MS EXCEL 2007: EVALUATE & INTERPRET DATA
Instructor: Debbie Korodi
Prerequisite: Extensive experience with Excel 2007 spreadsheets

Monday, April 19, 2010 1:00-4:00pm

Excel provides many tools to evaluate information. This course covers a variety of topics including naming cells, IF function, Conditional Formatting, Conditional Sums Wizard, Form Controls, Goal Seek, Solver, Scenario Manager, Data Tables, and data Consolidation. This course is NOT for the novice Excel user.

MS EXCEL 2007: ADVANCED COURSE
Instructor: Debbie Korodi
Prerequisite: Extensive experience with Excel 2007 spreadsheets

Wednesday, May 12, 2010 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

Thursday, January 28, 2010 9:00am-Noon

This course will cover new features of Word 2007, such as the Ribbon, Office Button, and Quick Access Toolbar. Contextual tabs and the new file format (.docx) will be discussed.

MS WORD 2007: TABLES, COLUMNS, GRAPHICS & DRAWING TOOLS
Instructor: Debbie Korodi

Monday, March 22, 2010 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.

Case Western Reserve University
GRADUATE STUDENTS

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 the following for specific class times and individual session opportunities.

MS WORD 2007 FOR SUBMITTING YOUR THESIS/DISSertation
Instructor: Debbie Korodi

Friday, February 5, 2010 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.
GRADUATE STUDENTS - THESIS/DISSERTATION
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.

Spring session one-on-one appointments are available on the following dates:

- **Tuesday, February 16**: 4:30-6:30pm
- **Friday, March 5**: 4:30-6:30pm
- **Monday, March 15**: 4:30-6:30pm
- **Monday, March 22**: 4:30-6:30pm
- **Friday, April 9**: 4:30-6:30pm
- **Monday, April 19**: 4:30-6:30pm
- **Tuesday, April 27**: 4:30-6:30pm
- **Wednesday, May 12**: 4:30-6:30pm

HEALTH CENTER
LIBRARY CLASSES

All sessions meet in the Health Center Library, Room 244

**ENDNOTE FOR WINDOWS**
Instructor: Michael McGraw

- **Thursday, February 4, 2010**: 1:00-2:30pm
- **Wednesday, April 21, 2010**: 10:00-11:30am

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

**EVIDENCE BASED PRACTICE**
Instructor: Michael McGraw

- **Wednesday, April 7, 2010**: 10:00-11:30am

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

**MEDLINE**
Instructor: Michael McGraw

**Thursday, February 25, 2010**: 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.

**NIH PUBLIC ACCESS**
Instructor: Staff

**By Appointment. Please contact:** hc1ref@case.edu

Learn about the NIH’s new policy, copyright and how to site with EndNote and Reference Manager.

**NURSING INFORMATION**
Instructor: Michael McGraw

**Wednesday, February 10, 2010**: 3:00-4:30pm

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.

**REFERENCE MANAGER FOR WINDOWS**
Instructor: Kathleen Blazar

**Tuesday, March 2, 2010**: 10:00-11:00am

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

**SCHOLARLY ELECTRONIC JOURNALS IN HEALTH SCIENCES**
Instructor: Kathleen Blazar

**Tuesday, January 12, 2010**: 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.

**REGISTRATION**

Please register through the online registration system: [http://library.case.edu/caselearns](http://library.case.edu/caselearns)

Any questions, please contact us:

- **Email:** caselearns@case.edu
- **Phone:** 216-368-2992