Library Instruction

Spring to Summer Classes - April, May, June, July 2011

Free, Registration required, Single day classes, Over…
www.wakehealth.edu/Library

Ektron Advanced Training
Tuesday, 4/19, 1:00 to 4 pm
Wednesday, 5/18, 9:00 - noon
Tuesday, 6/21, 9:00 - noon
Wednesday, 7/27, 12:00 to 3 pm

Advanced Training picks up where Basic training left off. *Basic Training is required before you may attend an Advanced Training session.* Topics covered in the Advanced class include: Forms, Calendars, Faculty Department List, Inserting Photos *(for photo editing, please refer to the Photoscape class)*, and Video. ***Classroom B*** Kim McBride - kmcbride@wfubmc.edu

Ektron Basic Training
Tuesday, 4/5, 1:00 - 4 pm
Wednesday, 5/4, 9:00 - noon
Tuesday, 6/7, 9:00 - noon
Wednesday, 7/6, 12:00 to 3 pm

Basic Ektron Training is required for working within the new Content Management System. Topics covered include: Adding Base Content; Tables; Menus; Uploading Files. ***Classroom B*** Kim McBride - kmcbride@wfubmc.edu *This training does not automatically grant access to the website. To obtain appropriate permissions, please contact Web Team (Star Lee or Mark Flaherty)*

EndNote and EndNote Web
Wednesday,
10:30 am - noon
4/20, 5/18, 6/15, 7/20

Learn the basic principles of creating your own bibliographic databases, importing references and publishing manuscripts. Free to the medical center, EndNote Web can be used alone or with your desktop EndNote or Reference Manager software. ***Classroom A*** Rochelle Kramer - rkramer@wfubmc.edu

Excel 2010/2007
Tuesday, 4/12, 1:00 - 3 pm
Wednesday, 5/11, 9:00 - 11 am
Tuesday, 6/14, 10:00 - noon
Wednesday, 7/20, 1:00 - 3 pm

See what changes have been made to Excel. This will show you how to get started in Excel or modify existing projects. It is also an opportunity to get up to speed and have some questions answered. ***Classroom B*** Kim McBride - kmcbride@wfubmc.edu

Library Resources 101
4/13, 3:00 - 4:00 pm
5/11, 9:30 - 10:30 am
6/8, 3:00 - 4:00 pm
7/13, 9:30 - 10:30 am

This one hour class provides a basic introduction to finding health sciences articles and books and describes available services and resources. A tour of the library is included! ***Red Study*** Lara Sapp - lasapp@wfubmc.edu

Managing Compliance to NIH Public Access policy with My NCBI
Monday, 4/18, 10:00 - 11 am
Thursday, 5/26, 2:00 - 3 pm
Monday, 6/20, 10:00 - 11 am

This class will help you learn how set up a My NCBI account, link it to eRA Commons, and use My Bibliography to manage publications in compliance with the NIH Public Access policy. ***Classroom B*** Molly Barnett - mbarnett@wfubmc.edu

Outlook 2010/2007
Wednesday, 4/27, 1:00 – 3 pm
Wednesday, 5/25, 9:00 – 11 am
Tuesday, 6/28, 10:00 – noon

Learn how to make the most of your Outlook email, calendar, contacts, and tasks. In this class, we will also be covering some time management tips and other often-missed features in all areas of Outlook. ***Classroom B*** Kim McBride - kmcbride@wfubmc.edu

Photoscape
Monday, 4/18, 1:00 - 3 pm
Tuesday, 5/17, 9:00 - 11 am
Wednesday, 6/22, 10:00 - noon

Photoscape is a *free* photograph editing software for adjusting, enhancing and redesigning your digital pictures. Photoscape is recommended for use in preparing all images that will be used in Ektron. You can download at photoscape.org. ***Classroom B*** Kim McBride - kmcbride@wfubmc.edu

OVER

PowerPoint 2010/2007 Beginners

Wednesday, 4/6, 2:00 - 4:00 pm
Tuesday, 5/10, 10:00 - noon
Tuesday, 6/14, 3:00 - 5:00 pm

Learn how to create presentations from scratch, and jazz up your slideshows with color, images, and effects. Office 2003 users will want to upgrade before learning this program. ***Classroom B*** Advanced users should schedule individual training. Julie James - jujames@wfubmc.edu

PubMed Medline

Tuesday, 10:30 - 11:30 am
4/5, 5/10, 6/14, 7/12

Learn about special features including customizing and saving your searches and collections with My NCBI, new tutorials, the Single Citation Matcher, advanced searches, and more. ***Classroom A*** Rochelle Kramer - rkramer@wfubmc.edu

Word 2010/2007

Tuesday, 4/26, 1:00 - 3 pm
Wednesday, 6/1, 9:00 – 11 am
Thursday, 7/21, 10:00 - noon

See how Word has changed with the newer 2007 and 2010 version. Learn ways to use Word more effectively. Some experience using Word is necessary. ***Classroom B*** Kim McBride - kmcbride@wfubmc.edu

See *Classes* link under *Top Library Pages* - www.wakehealth.edu/Library.

Questions or registration, email refdesk@wfubmc.edu or call 713-7100.

Contact *The Right Click* directly, http://www.therightclickinc.com/, to schedule with them.

Free *Microsoft Office* training courses - http://office.microsoft.com/training.

Individual Assistance Subjects

Clinical Resources Janine Tillett - jtillett@wfubmc.edu

Copyright Management Molly Barnett - barnett@wfubmc.edu

EndNote & EN Web Rochelle Kramer - rkramer@wfubmc.edu

Faculty Orientation Janine Tillett - jtillett@wfubmc.edu

Google Scholar David Stewart - dstewart@wfubmc.edu

Managing Compliance Molly Barnett - mbarnett@wfubmc.edu

Medline Alert Service David Stewart - dstewart@wfubmc.edu

Micromedex David Stewart - dstewart@wfubmc.edu

NIH Public Access Molly Barnett - mbarnett@wfubmc.edu

Office 2007/2010 Julie James - jujames@wfubmc.edu

Outlook Kim McBride - kmcbride@wfubmc.edu

Photoscape Kim McBride - kmcbride@wfubmc.edu

Photoshop Kim McBride - kmcbride@wfubmc.edu

PowerPoint 2007/2010 Julie James - jujames@wfubmc.edu

PsycINFO Rochelle Kramer - rkramer@wfubmc.edu

Publishing Options Molly Barnett - mbarnett@wfubmc.edu

PubMed Basics Rochelle Kramer - rkramer@wfubmc.edu

PubMed Advanced Janine Tillett - jtillett@wfubmc.edu

Reference Manager Rochelle Kramer - rkramer@wfubmc.edu

Resources for Nurses David Stewart - dstewart@wfubmc.edu

RSS Feeds David Stewart - dstewart@wfubmc.edu

Social Networking Alex Norwood - anorwood@wfubmc.edu

Web of Science Rochelle Kramer - rkramer@wfubmc.edu

Word Kim McBride - kmcbride@wfubmc.edu