Library Instruction

August to December - 2012

For classes held in the Orange Study, the instructors will be demonstrating the software on the screen. Students wishing to do the exercises hands-on must bring their own laptops to the library.

Registration required via e-mail to anorwood@wakehealth.edu
www.wakehealth.edu/library

Ektron Basic

Wednesday, Sept 5, 12:00 to 3:00 pm
Tuesday, Oct 2, 9:00 am to 12:00 noon
Wednesday, Oct 31, 12:00 to 3:00 pm
Wednesday, Nov 28, 9:00 am to 12:00 noon

Ektron training is required for people who want to work with the Content Management System (CME) to update department web sites. Topics covered include: Adding Base Content; Tables; Menus; Uploading Files. Please sign up via the Ektron Form on our Classes Web Page.
Kim McBride - kmcbride@wakehealth.edu

Ektron Intranet

Wednesday, Aug 22, 9:00 am to 12:00 noon
Tuesday, Sept 18, 12:00 to 3:00 pm
Tuesday, Oct 16, 12:00 to 3:00 pm
Wednesday, Nov 14, 9:00 am to 12:00 noon

Intranet Ektron Training is for departments interested in having an Intranet website. Topics covered include: Adding Base Content; Tables, Menus; Uploading Files; Inserting and Managing Images; Style Guidelines. Please sign up via the Ektron Form on our Classes Web Page. Kim McBride - kmcbride@wakehealth.edu

EndNote + EndNote Web

Tuesdays, 9:30 to 11:00 am
Aug 14, Sept 11, Oct 9, Nov 13

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. Lara Sapp - lasapp@wakehealth.edu

Excel 2010/2007

Thursday, Aug 23, 1:00 to 3:00 pm
Wednesday, Sept 12, 9:00 to 11:00 am
Wednesday, Oct 10, 9:00 to 11:00 am
Wednesday, Nov 7, 1:00 to 3:00 pm
Tuesday, Dec 4, 9:00 to 11:00 am

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. Kim McBride - kmcbride@wakehealth.edu

Library Resources 101

Wednesdays, 3:00 to 4:00 pm
Aug 22, Sept 19, Oct 17, and Nov 21

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.
Lara Sapp - lasapp@wakehealth.edu

Outlook 2010/2007

Wednesday, Aug 29, 9:00 to 11:00 am
Wednesday, Oct 17, 1:00 to 3:00 pm
Tuesday, Nov 27, 9:00 to 11:00 am

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. Kim McBride - kmcbride@wakehealth.edu

PowerPoint 2010/2007 Beginners

Wednesday, Aug 8, 2:00 to 4:00 pm
Monday, Sept 10, 10:00 to 12 noon
Friday, Oct 12, 2:00 to 4:00 pm
Thursday, Nov 15, 9:00 to 11 pm
Wednesday, Dec 5, 1:00 to 3:00 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. Advanced users should schedule individual training. Julie James - jujames@wakehealth.edu

OVER

PubMed Medline
Wednesdays
Sept 19 - 1:00 to 2 pm
Oct 3 - 9:30 to 10:30 am
Nov 7 - 9:30 to 10:30 am

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. Rochelle Kramer - rkramer@wakehealth.edu

Reference Manager
Thursdays, 9:30 to 11:00 am
Aug 9, Sept 13, Oct 11, Nov 8

Learn the basic principles of creating your own bibliographic databases, importing references and publishing manuscripts. RefMan is the only bibliographic software package that can be accessed by multiple users at the same time and has similar features to EndNote. Lara Sapp - lasapp@wakehealth.edu

Word 2010/2007
Wednesday, Sept 19, 9:00 to 11:00 am
Tuesday, Nov 13, 1:00 to 3:00 pm

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. Kim McBride - kmcbride@wakehealth.edu

Zotero
Wednesdays, 1:00 to 2:00 pm
Aug 15, Sept 12, Oct 3, Nov 14

This class is an introduction to reference management using Zotero, an open-source program. Zotero, a FREE plug-in for Firefox web browser, allows you to collect and store references from online and print sources, add your own annotations and use your stored references to insert correct citations into a document. Lara Sapp - lasapp@wakehealth.edu

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

Questions or registration, email anorwood@wakehealth.edu.

Contact *The Right Click*, 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@wakehealth.edu
Copyright Molly Barnett - barnett@wakehealth.edu
EndNote Rochelle Kramer - kramer@wakehealth.edu
Excel Kim McBride - kmcbride@wakehealth.edu
Faculty Orientation Janine Tillett - jtillett@wakehealth.edu
Google Scholar David Stewart - dstewart@wakehealth.edu
Microsoft Office Julie James - jujames@wakehealth.edu
NIH Public Access Molly Barnett - mbarnett@wakehealth.edu
Nursing Resources David Stewart - dstewart@wakehealth.edu
Outlook Kim McBride - kmcbride@wakehealth.edu
PhotoscapeKim McBride - kmcbride@wakehealth.edu
Photoshop Kim McBride - kmcbride@wakehealth.edu
PowerPoint Julie James - jujames@wakehealth.edu
PsycINFO Rochelle Kramer - rkramer@wakehealth.edu
Publisher Alex Norwood - anorwood@wakehealth.edu
Publishing Molly Barnett - mbarnett@wakehealth.edu
PubMed Basics Rochelle Kramer - rkramer@wakehealth.edu
PubMed Advanced Janine Tillett - jtillett@wakehealth.edu
Ref. Manager Rochelle Kramer - rkramer@wakehealth.edu
RSS Feeds David Stewart - dstewart@wakehealth.edu
Social Media Alex Norwood - anorwood@wakehealth.edu
Web of Science Rochelle Kramer - rkramer@wakehealth.edu
Word Kim McBride - kmcbride@wakehealth.edu
Zotero Lara Sapp - lasapp@wakehealth.edu