

Spring Library Instruction - Carpenter Library



April, May, and June 2014

Class Information + Assistance Topics & Contacts on our website under Classes
www.wakehealth.edu/library

Acrobat XI

Learn how to use Acrobat XI for a specific goal; to create electronic Forms that can be attached and emailed out, filled in, and then returned electronically.

Tuesday, 4/29, 9:00 am to 11 am
Wednesday, 6/11, 1:00 pm to 3 pm

Classroom A.
Kim McBride -
kmcbride@wakehealth.edu

Ektron Basic

This training is required for working within the Content Management System. Topics covered include: *Differences external vs. internal sites; Adding Base Content; Uploading Files; Adding Images and Using Add-ons*. To obtain appropriate permissions to update websites, please contact the Web Team at (external) webteam@wakehealth.edu or (internal) intranet@wakehealth.edu.

Tuesday, 4/8, 9:00 am to 12 pm
Wednesday, 5/7, 12:00 to 3 pm
Tuesday, 6/3, 9:00 am to 12 pm

Classroom B.
Kim McBride -
kmcbride@wakehealth.edu

On our [Classes website](#), go to this [Ektron Class Registration form](#) to register for this class.

Ektron Advanced

Advanced training focuses on specialized Content Management System topics: *Menus, Tables and Forms*. Basic Ektron Training is required before attending. Permissions should already be set from Basic class, but log in before class to verify working credentials. If problems, please contact the Web Team at (external) webteam@wakehealth.edu or (internal) intranet@wakehealth.edu.

Tuesday, 4/22, 9:00 am to 12 pm
Wednesday, 5/21, 12:00 to 3 pm
Tuesday, 6/17, 9:00 am to 12 pm

Classroom B.
Kim McBride -
kmcbride@wakehealth.edu

On our [Classes website](#), go to this [Ektron Class Registration form](#) to register for this class.

EndNote and EndNote Online

Learn the basic principles of creating your own bibliographic databases, importing references and publishing manuscripts.

Wednesday,
9:30 to 11 am
4/16, 5/14 or 6/11

Classroom A.
Rochelle Kramer -
rkramer@wakehealth.edu

Excel 2010

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.

Wednesday, 4/9, 9:00 am to 11 am
Tuesday, 5/13, 1:00 pm to 3 pm
Tuesday, 6/10, 9:00 am to 11 am

Classroom B.
Kim McBride -
kmcbride@wakehealth.edu

Library Basic Orientation

This one hour class provides a very basic introduction to medical libraries, finding information and available services and resources. A tour of the library is included.

Wednesday, 9:00 to 10 am
4/9, 5/21 or 6/11

Orange Study.
Alex Norwood -
anorwood@wakehealth.edu

<p>Outlook 2010 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.</p>	<p>Wednesday, 4/23, 9:00 am to 11 Tuesday, 5/20, 1:00 to 3 pm</p>	<p>Classroom B. Kim McBride - kmcbride@wakehealth.edu</p>
<p>PowerPoint 2010 Beginners Learn how to create presentations from scratch, and jazz up your slideshows with color, images, and effects. Advanced users should schedule individual training.</p>	<p>Wednesday, 4/16, 10:00 am to noon Thursday, 5/15, 9:00 to 11 am Thursday, 6/12, 3:00 to 5 pm</p>	<p>Classroom B. Julie James - jujames@wakehealth.edu</p>
<p>PubMed Medline 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.</p>	<p>Tuesday 9:30 to 10:30 am 4/15, 5/13 or 6/10</p>	<p>Classroom A. Rochelle Kramer - rkramer@wakehealth.edu</p>
<p>Word 2010 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.</p>	<p>Tuesday, 4/15 , 9:00 am to 11 Wednesday, 6/18 , 1:00 pm to 3 pm</p>	<p>Classroom B. Kim McBride - kmcbride@wakehealth.edu</p>
<p>Questions or registration - please contact Alex Norwood at anorwood@wakehealth.edu</p>		
<p>Microsoft Office training tutorials - office.microsoft.com/training</p>		
<p>See The Right Click at www.therightclickinc.com/ to schedule with them.</p>		
<p>OVER</p>		