

FSC Seminar Schedule, March 4 - April 19, 1996

February 19, 1996

Attachment to [DDD Memorandum](#) from:

Faculty Support Center for Computing
University of Florida

Attached is the schedule of Faculty Support Center seminars for faculty, A&P personnel, and post-doctoral associates for the Spring B term, 1996. Seating is limited; **reservations are necessary**. If you will not be able to attend a session, please call the FSC to cancel. No substitutions may be made except by other eligible FSC users. Please call 392-7249 to make reservations or for more information.

Please note:

- The FSC, located at 2215 Turlington Hall, is open to faculty, A&P personnel, and post-doctoral associates from **8:30 A.M. to 5:00 P.M., Monday through Friday**, for scheduled seminars, individual computer use, and consultation.
- **New users** must present a UF ID card to register at the FSC. Visiting scholars who do not have a University of Florida ID card should bring a letter from the department chair verifying faculty status.

NEW COURSES:

Preparing Documents for the World-Wide Web; Advanced HTML; Netsurfing 101: An Introduction to the World-Wide Web; SAMAS. See schedule inside for more information.

Using Microsoft Windows

Consists of 2 two-hour lessons which cover the basics of Microsoft Windows. Topics include an introduction to the elements of the Windows environment; starting and using multiple windows applications; using the clipboard; using DOS programs in Windows; file management; and customizing Windows. Lesson pace assumes some keyboarding skills.

Tues. & Thurs. Mar. 19 & 21

9:35 - 11:30 a.m.

Using WordPerfect for Windows 6.1

Consists of 2 two-hour lessons which cover the basics of word processing in a Windows environment. Mouse skills are not required. Topics include creating, editing & printing documents; block operations; simple formatting commands; tabs; the spell checker; headers/footers; search and replace; and the help facilities. Lesson pace assumes keyboard familiarity.

Mon. & Wed. Mar. 18 & 20

1:00 - 2:55 p.m.

Advanced WordPerfect for Windows 6.1

Consists of 2 two-hour lessons which cover creating tables; table of contents; numbered and bulleted lists; using document templates; macros; sorting text and references; paragraph styles; and outlines. Assumes completion of WordPerfect for Windows 6.1.

Tues. & Thurs. Apr. 9 & 11

9:35 - 11:30 a.m.

Using Microsoft Excel 5 for Windows

Consists of 2 two-hour lessons. Topics include entering and formatting data, writing formulas, organizing workbooks, creating reports, and printing worksheets.

Tues. & Thurs. Mar. 26 & 28

1:00 - 2:55 p.m.

Using Microsoft Word for Windows and Macintosh, Version 6.0

Consists of 2 two-hour lessons. Topics include creating and editing a document, formatting, printing, using a thesaurus, checking spelling, using styles, and creating tables.

Tues. & Thurs. Mar. 26 & 28

9:35 - 11:30 a.m.

Using PowerPoint for Windows and Macintosh

Consists of two two-hour lessons on Microsoft PowerPoint, a multimedia presentation package. Participants will learn how to create a classroom presentation in PowerPoint, recommended where less media control is required.

Sect. 1	Mon. & Wed.	Mar. 4 & 6	1:00 - 2:55 p.m.
Sect. 2	Mon. & Wed.	Apr. 15 & 17	9:35 - 11:30 a.m.

Designing Screens for Multimedia Presentations

A demonstration and workshop covering text, color and layout of multimedia screens. Participants will use Compel, Freelance or PowerPoint to design and project sample screens.

Friday

Mar. 29

9:35 - 11:30 a.m.

Netsurfing 101: An Introduction to the World Wide Web

Consists of 1 two-hour lesson on the basics of using Netscape, a popular World Wide Web browser. Topics include interface features, "home pages," Uniform Resource Locators (URLs), and tools for browsing and searching information sources. Lesson is appropriate for Macintosh and Windows users, and requires modest mouse skills.

Sect. 1	Monday	Apr. 1	1:00 - 2:55 p.m.
Sect. 2	Monday	Apr. 8	9:35 - 11:30 a.m.

Preparing Documents for the World-Wide Web

Consists of 2 two-hour lessons on the basics of preparing documents for the World-Wide Web (WWW), such as department or individual "home pages." Topics include reading HTML (Hyper-Text Markup Language), creating and editing simple HTML documents including text, graphics, lists and hypertext links. Lesson assumes previous experience viewing the World-Wide Web.

Section 1	Tues. & Thurs.	Mar. 5 & 7	9:35 - 11:30 a.m.
Section 2	Tues. & Thurs.	Apr. 2 & 4	1:00 - 2:55 p.m.

Advanced HTML (Hyper-text Markup Language)

Consists of 2 two-hour lessons on preparing documents for the World-Wide Web. Topics include forms; tables; managing groups of web documents; loading documents to a web screen. Bring Web pages you are preparing to the class. Lesson pace assumes knowledge of HTML.

Tues. & Thurs. Apr. 16 & 18

1:00 - 2:55 p.m.

Using Electronic Mail with Eudora

Consists of 1 two-hour lesson introducing Eudora, an e-mail client for Mac and Windows, for users with mail systems in NERDC, CIRCA, CLAS and others, for use from home and office. Topics include sending and receiving mail, sending and receiving attachments, managing groups of messages, using nicknames, configuring and customizing

Eudora software. Does not assume previous experience. Eudora software is available at no charge.

Tuesday Apr. 9 1:00 - 2:55 p.m.

Using a Home PC to Access the Internet

Consists of 1 two-hour demonstration. Introduction to installing and using CIRCA Internet Software Package for Windows. This software allows access to Internet services including Gopher, the World-Wide Web, electronic mail, and Usenet. This class is intended for people with experience using a modem.

Friday Apr. 5 9:35 - 11:30 a.m.

Introduction to Using a Modem on a Home PC

Consists of 1 two-hour demonstration. Introduction to installing and using a modem and the UF Kermit software on a home PC. UF Kermit provides direct access to several campus mainframe computers. This class is intended for people with little or no experience using a modem.

Friday Mar. 8 9:35 - 11:30 a.m.

Using a Home Macintosh to Access Campus Computer Services

Consists of 1 two-hour demonstration. Introduction to installing and using UF Termy and MacPPP on a home Macintosh. UF Termy provides direct access to several campus mainframe computers. MacPPP allows access to Internet services including Gopher, the World-Wide Web, electronic mail, and Usenet.

Tuesday Mar. 5 1:00 - 2:55 p.m.

Introduction to LEXIS/NEXIS

Consists of 1 two-hour lesson. Introduces LEXIS, the world's leading computer-assisted legal research service, and NEXIS, the world's leading full-text online news and business information database service. A trainer from the UF library will demonstrate how to access LEXIS/NEXIS and how to develop search strategies with interactive participation.

Thursday Mar. 21 1:00 - 2:55 p.m.

Using SAMAS - Lesson 1

Consists of 1 free two-hour lesson introducing the State Automated Management Accounting Subsystem (SAMAS), the official accounting system for the University of Florida and all Florida state agencies. Topics include logging on & off; an explanation of different types of encumbrances; and using the menu system to inquire about encumbrances, some of the master data codes in the title file, the expansion option file, & vendor information. Assumes an understanding of basic accounting terminology.

Section 1 Monday Mar. 4 9:35 - 11:30 a.m.
 Section 2 Monday Mar. 25 9:35 - 11:30 a.m.

Using SAMAS - Lesson 2

Consists of 1 free two-hour lesson on using SAMAS. Topics include using the expansion option to inquire about additional master data codes and using the menu system to inquire about the available balance file, the property file, the grant information file, and vendor history. Assumes some familiarity with SAMAS.

Section 1 Wednesday Mar. 6 9:35 - 11:30 a.m.
 Section 2 Wednesday Mar. 27 9:35 - 11:30 a.m.

Using SAMAS - Lesson 3

Consists of 1 free two-hour lesson using SACN with SAMAS. Topics include user-friendly SACN programs and menus developed specifically for the University of Florida to inquire into balances, encumbrances, transactions, and titles. Assumes familiarity with SAMAS.

Section 1 Monday	Mar. 18	9:35 - 11:30 a.m.
Section 2 Monday	Apr. 1	9:35 - 11:30 a.m.

Using SAMAS - Lesson 4

Consists of 1 free two-hour lesson using SAMAS. Topics include submitting, viewing, & printing Departmental Ledgers and other reports and an overview of the Departmental Ledger. Assumes familiarity with SAMAS.

Section 1 Wednesday	Mar. 20	9:35 - 11:30 a.m.
Section 2 Wednesday	Apr. 3	9:35 - 11:30 a.m.

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