

FSC Seminar Schedule, July 1 through August 2, 1996

Faculty Support Center for Computing; 06/10/1996

Attached is the schedule of Faculty Support Center seminars for faculty, A&P personnel, and post-doctoral associates for the Summer 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:

Electronic Mail Using Eudora; Advanced HTML. See schedule inside for more information.

NEW SERVICE:

The Faculty Support Center announces the acquisition of a **Nikon 35 mm. slide scanner** to digitize images for inclusion in presentations or on Web pages. Color flatbed scanners are also available. Call 392-7249 for more information or to reserve a scanner.

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.

Mon. & Wed. July 8 & 10 1:00 - 2:55 p.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. July 1 & 3 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. July 23 & 25 9:30 - 11:25 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.

Mon. & Wed. July 15 & 17 9:30 - 11:25 a.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. July 9 & 11 9:30 - 11:25 a.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 and attachments, managing groups of messages, using nicknames, configuring and customizing Eudora software. Assumes previous experience with Windows or the Macintosh.

**** Eudora software is available on campus at no charge.

Section 1	Thursday	July 18	9:30 - 11:25 a.m.
Section 2	Tuesday	July 23	3:00 - 4:55 p.m.

Using a Home Macintosh to Access Campus Computer Services

Consists of 1 two-hour demonstration. Introduction to installing and using UF Termy and the CIRCA Internet Software Package on a home Macintosh. UF Termy provides direct access to several campus mainframe computers. The CIRCA Internet Software Package allows access to Internet services including the World-Wide Web, electronic mail, telnet, and NERVM. Immediately following this seminar there will be a seminar on Eudora, the e-mail client (see Eudora seminar description above)

Tuesday July 23 1:00 - 2:55 p.m.

Introduction to Using a Modem on a PC

Consists of 1 two-hour demonstration. Introduction to installing and using a modem and the UF Kermit software on a 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.

Tuesday July 2 1:00 - 2:55 p.m.

Using a Home PC with Windows 3.1 to Access Campus Computer Services

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 the World-Wide Web, electronic mail, telnet, and NERVM..

Wednesday July 31 9:30 - 11:25 a.m.

World Wide Web 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.

Section 1	Friday	July 19	9:30 - 11:25 a.m.
Section 2	Thursday	July 25	1:00 - 2:55 p.m.

World Wide Web 102: 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.	July 9 & 11	1:00 - 2:55 p.m.
Section 2	Mon. & Wed.	July 15 & 17	1:00 - 2:55 p.m.

World Wide Web 103: 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.

Section 1	Mon. & Wed.	July 22 & 24	9:30 - 11:25 a.m.
Section 2	Tues. & Thurs.	July 30 & Aug. 1	1:00 - 2:55 p.m.

Designing Screens for Multimedia Presentations

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

Friday	July 12	9:30 - 11:25 a.m.
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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.

Section 1	Tues. & Thurs.	July 16 & 18	1:00 - 2:55 p.m.
Section 2	Tues. & Thurs.	July 30 & Aug. 1	9:30 - 11:25 a.m.

Using SAMAS - Lesson 1

Consists of 1 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	July 1	9:30 - 11:25 a.m.
Section 2	Monday	July 22	1:00 - 2:55 p.m.

Using SAMAS - Lesson 2

Consists of 1 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	July 3	9:30 - 11:25 a.m.
Section 2	Wednesday	July 24	1:00 - 2:55 p.m.

Using SAMAS - Lesson 3

Consists of 1 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	July 8	9:30 - 11:25 a.m.
Section 2	Monday	July 29	1:00 - 2:55 p.m.

Using SAMAS - Lesson 4

Consists of 1 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	July 10	9:30 - 11:25 a.m.
Section 2	Wednesday	July 31	1:00 - 2:55 p.m.