

# *FSC Seminar Schedule, October 21 through November 27, 1996*

Attachment to a [DDD Memorandum](#) from:  
Faculty Support Center for Computing; 10/07/1996  
Pat Sivinski, FSC Manager

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## **FSC Seminar Schedule**

Below is the schedule of Faculty Support Center seminars for faculty, A&P personnel, and post-doctoral associates for the Fall 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 COURSE: Moving Documents to the Web.** See schedule below 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.

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### **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.    Nov. 5 & 7    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.    Oct. 21 & 23    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 6.0.

Mon. & Wed. Nov. 18 & 20 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.

Mon. & Wed. Oct. 28 & 30 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. Oct. 29 & 31 9:35 - 11:30 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 Tuesday Oct. 22 9:35 - 11:30 a.m.

Section 2 Friday Nov. 8 9:35 - 11:30 a.m.

### **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 Thursday Oct. 24 9:35 - 11:30 a.m.

Section 2 Wednesday Nov. 13 1:00-2:55 p.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 Mon. & Wed. Oct. 21 & 23 9:35 - 11:30 a.m.

Section 2    Tues. & Thurs.    Nov. 5 & 7    1:00 - 2:55 p.m.

Section 3    Tues. & Thurs.    Nov. 12 & 14    9:35 - 11:30 a.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.

Section 1    Mon. & Wed.    Nov. 18 & 20    1:00 - 2:55 p.m.

Section 2    Tues. & Thurs.    Nov. 19 & 21    1:00 - 2:55 p.m.

### **Moving Documents to the Web**

Consists of 1 two-hour lesson on how to move conventional documents created for paper onto pages on the World Wide Web. Participants will convert documents from WordPerfect, Word, and Excel, using tools such as Microsoft Assistants for Word, Excel, and PowerPoint. Some familiarity with basic HTML is assumed.

Friday    Nov. 22    9:35 - 11:30 a.m.

### **Installing and 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    Oct. 29    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 the CIRCA Internet Software Package for Windows. This software allows access to Internet services including the World Wide Web, electronic mail, telnet and NERVM. This class is intended for people with experience using a modem. Faculty without modem experience should first take the class, "Installing and Using a Modem on a PC."

Thursday    Oct. 31    1:00- 2:55 p.m.

### **Using a Home PC with Windows 95 to Access Campus Computer Services**

Consists of 1 two-hour demonstration. Introduction to installing and using the CIRCA Internet Software Package for Windows 95. This software allows access to Internet services including the World Wide Web, electronic mail, telnet and NERVM. This class is intended for people with experience using a modem. Faculty without modem experience should first take the class. "Installing and Using a Modem on a PC."

Tuesday    Nov. 26    1:00 - 2:55 p.m.

Participants may bring their portable computer to class.

### **Using PowerPoint for Windows and Macintosh**

Consists of one two-hour lesson 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.    Oct. 22 & 24    1:00 - 2:55 p.m.

Section 2    Tues. & Thurs.    Nov. 19 & 21    9:35 - 11:30 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.

Monday    Oct. 28    9:35 - 11:30 a.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.

Wednesday    Oct. 30    9:35 - 11:30 a.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.

Monday    Nov. 4    9:35 - 11:30 a.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.

Wednesday    Nov. 6    9:35 - 11:30 a.m.

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[Back](#) to Deans, Directors, and Department Chair Memos List

[Back](#) to DDD Memorandum