To: UF Faculty, A&P Personnel, and Post-Doctoral Associates
From: Pat Baker, FSC Manager
Subject: FSC Seminar Schedule, September 8 through October 16, 1998

Attached is the schedule of Faculty Support Center seminars for faculty, A&P personnel, and post-doctoral associates for the Fall A term, 1998. Seating is limited; **reservations are necessary.** If you will not be able to attend a session, please call the FSC to cancel. Substitutions may be made only by other eligible FSC users. Call 392-7249 for reservations or for more information.

- 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: Adobe Acrobat. See schedule inside for more information.

ELECTRONIC REGISTRATION **now available for FSC seminars!** URL is: **http://www.fsc.ufl.edu**

(Netscape version 2.0 or higher required). Select "CLASSES" and follow instructions to register. Telephone registration also available.

Making Web Pages with Netscape Communicator

Two 2-hour lessons which introduce the beginner to creating and publishing web pages, through constructing a model faculty page and course page. Topics include the following: styling and positioning text, simple graphics, and hyperlinks; creating lists and tables; publishing pages to web servers; and reading HTML. No previous experience writing web pages is assumed, but experience with a mouse, a graphics interface, and the World Wide Web is expected. Details are available on the class web site at http://www.fsc.ufl.edu/

Section 1	Wed. & Fri.	Sept. 9 & 11	9:35 - 11:30 a.m.
Section 2	Mon. & Wed.	Sept. 21 & 23	3:00 - 4:55 p.m.
Section 3	Tues. & Thurs.	Oct. 13 & 15	9:35 - 11:30 a.m.

Putting Forms on Web Pages

Two 2-hour lessons introducing forms. Topics include creating forms with HTML or page editors, and CGI scripts for forms on UF servers. Assumes completion of Making Web Pages seminar, or experience making web pages. Details are available on the class web site at http://www.fsc.ufl.edu/

Section 1	Mon. & Wed.	Sept. 28 & 30	3:00 - 4:55 p.m.
Section 2	Tues. & Thurs.	Oct. 6 & 8	9:35 - 11:30 a.m.

Putting Graphics on the Web

Three 2-hour lessons on preparing photographs and graphic images for use on web pages. Topics include sizing, cropping, and changing formats; GIF transparency; JPEG compression; size of images and web page performance; image maps; and GIF animations. Details are available on the class web site at http://www.fsc.ufl.edu/

Section 1	Mon., Wed. & Fri.	Sept. 28, 30 & Oct.2	9:35 - 11:30 a.m.
Section 2	Mon., Wed. & Fri.	Oct. 5, 7 & 9	12:45 - 2:40 p.m.

Using Adobe Acrobat

Consists of two 2-hour lessons using Adobe Acrobat, which reads and builds documents to be distributed via the WWW. Builds documents in the same format as word processor or pagemaker software. The pages may include sound, movies, and hyperlinks, and can be password protected. Topics include how to view, make, and distribute the pages. Lesson assumes familiarity with a word processor or pagemaker, and some experience making Web pages.

Mon. & Wed.	Oct. 12 & 14	12:45 - 2:40 p.m.

Introduction to PowerPoint 97

Consists of 2 two-hour lessons. Topics include creating slides; working with slide masters and drawing tools; using Microsoft Graph; inserting clip art; and finalizing and printing presentations. Lesson manual available for $10.00.

Section 1	Tues. & Thurs.	Sept. 15 & 17	3:00 - 4:55 p.m.
Section 2	Tues. & Thurs.	Sept. 22 & 24	9:35 - 11:30 a.m.

Intermediate PowerPoint 97

Consists of 2 two-hour lessons. Topics include modifying templates; creating WordArt; working with graphics and animation; tools and shortcuts. Lesson manual available for $10.00.

Tues. & Thurs.	Oct. 6 & 8	12:45 - 2:40 p.m.

Introduction to Microsoft Excel 97

Consists of 2 two-hour lessons on Microsoft Excel. Topics include entering, editing and formatting data; entering formulas and functions; formatting and printing worksheets; and creating and editing charts. Lesson manual available for $10.00.

Section 1	Mon. & Wed.	Sept. 14 & 16	3:00 - 4:55 p.m.
Section 2	Mon. & Wed.	Oct. 12 & 14	9:35 - 11:30 a.m.

Introduction to Microsoft Access 97

Consists of 2 two-hour lessons on Microsoft Access, a relational database program. Topics include creating a database; creating and modifying queries, forms, tables, and reports. Covers basic concepts of relational database design. Requires modest mouse skills. Lesson manual available for $10.00.

Section 1	Mon. & Wed.	Sept. 14 & 16	9:35 - 11:30 a.m.
Section 2	Tues. & Thurs.	Sept. 15 & 17	12:45 - 2:40 p.m.
Section 3	Mon. & Wed.	Oct. 5 & 7	3:00 - 4:55 p.m.

Using SAMAS - Lessons 1 - 4

Four 2-hour lessons on using the State Automated Management Accounting Subsystem (SAMAS), the official accounting system for the University of Florida and all Florida state agencies. Call the Faculty Support Center for more information. Registration required.

Lesson 1	Tuesday	Sept. 15	8:15 - 10:00 a.m.
Lesson 2	Tuesday	Sept. 15	10:15 a.m. - 12:00 p.m.
Lesson 3	Thursday	Sept. 17	8:15 - 10:00 a.m.
Lesson 4	Thursday	Sept. 17	10:15 a.m. - 12:00 p.m.