WORKSHOPS at the Library Spring 2010 Course Catalog

Instructional Media Center
Library Instructional Services

All Workshops Sponsored by Mississippi State University Libraries
Visit: http://library.msstate.edu
The Instructional Media Center offers workshops covering programs found in the Adobe Creative Suite 4, including Acrobat, Illustrator, ImageReady, InDesign, and Photoshop; and in Microsoft Office 2007, including Excel, PowerPoint, Publisher, and Word. This semester the IMC will offer workshops on some of the new Web 2.0 technologies. These workshops will include an introduction to Podcasting, Facebook and MySpace, and Flickr. Check out these workshops to find out more about these new technologies and how our students are using them. For more information or to register for any of the IMC workshops, visit the Libraries’ homepage and click the “Workshops” link on the left-hand side of the page under Services. Registration opens 30 days prior to the workshop date.

To register for any Instructional Media Center workshops, please visit our workshops page at: http://library.msstate.edu/content/workshops. For more information about any of our workshops, please call: (662) 325-8867.
Adobe InDesign: Creative Basics
Learn the basic tools of Adobe InDesign to create brochures, newsletters, fliers, posters or stationary.

Powerful PowerPoint
Come learn the powerful ways you can present yourself using Microsoft PowerPoint. Learn the basics for building slides, adding different media such as sound, video, and images. Also, learn important tips on how to make a slide look its best.

Adobe Illustrator: Introduction
Learn the basic tools of Adobe Illustrator to create innovative posters and fliers.

Microsoft Excel: Creating a Budget
Learn how to create and manage a budget using Microsoft Excel.

PosterShop
Use the basic tools of Adobe Photoshop and combine them with skills you will learn in Adobe Illustrator to create large format posters. Prerequisite for this workshop is a basic working knowledge of Photoshop.

Microsoft Publisher: Newsletters, Fliers & Brochure Basics
Learn the basic tools of Microsoft Publisher to create newsletters, fliers, and brochures.

Adobe Photoshop: Introduction
Learn the basic tools of Adobe PhotoShop to edit images.

Adobe InDesign: Newsletters, Fliers, & Brochure Basics
Learn the basic tools of Adobe InDesign to create newsletters, fliers, and brochures.

Click here to register

- Denotes new workshop for this spring.
**Microsoft Word: Using MLA Style**

The MLA style guide is one of the three foremost writing style guides and is used by disciplines such as English, foreign languages, and literature. Authors can focus more on the content of their papers and reports by setting up Word to follow the guidelines of MLA from beginning to end. This workshop is co-sponsored by Library Instruction and the Instructional Media Center.

**Unlock the Potential of Google Docs**

Google Docs allows users access to free document, spreadsheet, and presentation programs from anywhere they have an internet connection. Online storage and access allows multiple users to collaborate on the same documents by sharing access across multiple accounts. Come learn how Google Docs can ease the load on Flash drives, help with group projects, and allow you to access your files from anywhere!

**Microsoft Office: Mail Merge**

Save time and energy by using mail merges to create form letters, address labels, and even nametags for events. Focusing on Microsoft Word, Excel, and Publisher, this workshop will show you the ins and outs of saving time with merges.

**Poster Sessions: Which Program is Best?**

Looking to create a poster session for an upcoming conference or event and not sure which software to use? Well we have the workshop for you! Software cost and availability are two huge determining factors affecting this decision, but they do not have to affect the quality of your poster. Microsoft programs such as PowerPoint and Publisher are two affordable and highly available options, while higher-end programs such as Adobe Illustrator may be out of your reach. This workshop will discuss the pros and cons of each of these programs and give you hands on experience creating poster sessions.

**Adobe Photoshop: Digital Scrapbooking**

Imagine giving up the scissors, tape, glue, and mess and still being able to create memorable scrapbook pages. Using layers and selection tools to manipulate your graphics, images and text, you can create all the effects you are looking for without having to spend so much on specialty tools. You can even put your pictures back in their frames when you’re done!

**Word & Acrobat: Formatting & Converting Theses & Dissertations (online only)**

Distance Learners can login from anywhere and participate in this workshop. Authors can easily become lost in the many guidelines encountered as they prepare their theses or dissertations, but Word can help! Following the formatting requirements of the MSU Office of Graduate Studies’ “Guidelines for Preparing Dissertations and Theses,” this workshop is designed for both first-time and experienced authors. Let Word handle the formatting so you can focus on the most important part: the content! This workshop also covers how to convert Word documents to PDF for easy submission. This workshop is co-sponsored by the Electronic Theses and Dissertations Unit and the Instructional Media Center. This workshop is ONLINE ONLY via WIMBA. Instructors will contact registrants with login information prior to the workshop.

**Powering through PowerPoint**

Learn how to power through PowerPoint and create a presentation that will be dynamic and powerful.
Google Reader: Bringing the Web to You
Are you overwhelmed by the amount of information on the web? Would you like to have a better way to manage blogs, contents from your favorite journals, RSS feeds, Flickr and updates from your social networking sites? This hands-on workshop will walk you through setting up your own Google Reader account and managing your subscriptions in one spot. We will also look at content on the web that might work for you.

Microsoft Word: Using APA Style
The APA style guide is one of the three foremost writing style guides and is used by disciplines such as psychology, sociology, business, and several other social sciences. Authors can focus more on the content of their papers and reports by setting up Word to follow the guidelines of APA from beginning to end. This workshop is co-sponsored by Library Instruction and the Instructional Media Center.

Microsoft Publisher: Nifty Newsletters
Learn how to use Publisher to create Nifty Newsletters that put your news right in the hands of the readers!

Open Office Suite
Come learn about Open Office, the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more. It is available in many languages and works on all common computers. It stores all your data in an international open standard format and can also read and write files from other common office software packages.

Editing & Correcting Theses & Dissertations Open Sessions
Get help with editing and correction requirements of the MSU Office of Graduate Studies’ “Guidelines for Preparing Dissertations and Theses.” This workshop will help you make the corrections that are necessary for your document to meet approval.

Professor-Booked Workshops
Partnering with Mississippi State faculty, the IMC staff teaches multimedia presentation techniques, formatting, and graphic design workshops to supplement academic learning. These workshops can be tailored to meet the specific goals and objectives of a particular course. Professor-booked workshops can be scheduled for any of the software listed. These workshops are meant to enhance your course. Call 325-7676 today to book a workshop for your class!
CHECK THIS OUT!

Netbooks available for checkout!

INSTRUCTIONAL MEDIA CENTER
MITCHELL MEMORIAL LIBRARY
The Practical Professor workshops are designed to assist MSU researchers. Whether you’re trying to document the impact of your research or make the most of your research time, the Practical Professor workshops can help you make the most of the Libraries’ research resources. All Practical Professor workshops are held in either the ELI or Giles electronic classroom and require prior registration.

Copyright or Copywrong

What’s fair use for a class? What rights should you retain as an author? What can you legally use in a podcast? This session will provide an overview of the copyright law and its application to higher education.  

Friday, March 5  
2:00 p.m.

I Can't Believe I Missed That! Using Alert Services

How can you keep up with the latest research in your field? This workshop will offer suggestions for setting up profiles and alerts that can notify you when items of interest have been added to the library’s indexes and databases.  

Friday, March 26  
2:00 p.m.

Twitter 101 for Faculty

Discover how to use Twitter for your class or research needs! This workshop will provide a hands-on introduction to Twitter and offer research suggestions for use of this popular social networking service.  

Friday, February 26  
2:00 p.m.

Using Library Resources in Your Distance Education Class

Find out how to tap into the full range of library research resources and services for your distance education class. Whether it’s putting materials on reserve, setting up research assistance for your students, or tapping into the thousands of online journals and databases, the MSU Libraries can help you and your online students with your information needs. Co-sponsored with the Center for Teaching and Learning.  

Wednesday, January 27  
12:00 p.m.

- Denotes new workshop for this spring.

Click here to register

To register for any Library Instructional Services workshop, please visit our workshop page at: http://library.msstate.edu/workshops/. For more information about any of our workshops, please call: (662) 325-0810.
Learn how to start and finish your dissertation, conduct ethical research, write a literature review, or start your job search! The Survival Skills sessions are one hour sessions designed to assist graduate students as they successfully navigate their academic careers at Mississippi State University. Reservations are strongly encouraged; classes with fewer than five students are subject to cancellation.

**Research & Dissertation Basics**
Learn strategies for completing your dissertation! This session provides tips and strategies for starting and completing your thesis or dissertation.

**Developing a Literature Review**
An Overview for Graduate Students
These sessions offer some common strategies for managing the literature review process. The focus is on thesis or dissertation research.

**Landing on the Tenure Track**
Job Hunting in Academe
The job hunting process in academia can be confusing. This session will discuss strategies for finding a tenure-track position within higher education. Topics covered include sources for positions, developing an application packet, and preparing for the on-campus interview.

**Crafting the Winning Curriculum Vitae**
Within higher education, the curriculum vitae is the tool most often used both during the job search and throughout an academic career. This session will discuss strategies for developing a professional curriculum vitae.

Library Instruction A Distance
Teaching an online class? We can design a library instruction session for your online or distance class. Whether it’s an introduction to the research process and library resources or an online version of one of our workshops, we can arrange a session to fit your class’s needs. We can also design a resource page for your class that draws upon library and internet research materials. Call (662) 325-0810 to set up your session or request your class resource page today!
**Research Ethics & the Graduate Student**

This session discusses issues related to ethical research. Topics covered include avoiding plagiarism, the ethical use of data and the MSU Honor Code.

Friday, February 12  
2:00 p.m.

Monday, March 1  
2:00 p.m.

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**Publishing 101 for Grad Students**

Ever wonder how to get your research published? This session is for you! We’ll discuss writing for an academic journal, communicating with an editor, and the revise/resubmit process.

Monday, March 8  
2:00 p.m.

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Don't see a workshop that fits all your needs?

Book a specialized session through Library Instruction or the Instructional Media Center.

Contact  
Deborah Lee - Library Instruction 325-0810  
or  
Stephanie Agnew - Instructional Media Center 325-8867

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To register for any Library Instructional Services workshop, please visit our workshop page at: http://library.msstate.edu/workshops/. For more information about any of our workshops, please call: (662) 325-0810.
These sessions cover the basics of finding books and journals in the Mississippi State University Libraries. All sessions last approximately one hour and are held in the ELI classroom on the first floor of the Mitchell Memorial Library. Reservations are not required!

Wednesday, January 13, 10:00 a.m.
Thursday, January 14, 2:00 p.m.
Friday, January 15, 1:00 p.m.
Thursday, January 19, 12:30 p.m.
Wednesday, January 20, 5:00 p.m.

The Library Instructional Services Department can develop a special session based on any of the topics offered in the Survival Skills for Graduate Students, Databasics, Practical Professor, or EndNote workshops series or on any database. Just call (662) 325-0810 or email instruction@library.msstate.edu to set up a session for your class, student organization, or department.

Co-sponsored by the Office of Student Affairs. These workshops are required for all students attempting to remove the XF designation from their transcript. Students are required to pre-register and must purchase Charles Lipson’s Doing Honest Work in College (available in the MSU Bookstore.) Students are to read pages 3-56 prior to attending the workshop. All Sessions are scheduled for the IMC Presentation Room.

Monday, January 11, 2:00 – 4:00 p.m.
Tuesday, February 9, 2:00 – 4:00 p.m.
Wednesday, March 10, 2:00 – 4:00 p.m.
Tuesday, April 20, 2:00 – 4:00 p.m.
The EndNote workshops offer an introduction to the EndNote bibliographic management software. EndNote is available for purchase from the Access Services Department ($75 for faculty/staff, $50 for students.) The workshops are free and you do not have to purchase the software prior to attendance. EndNote Web is a web-based version of EndNote. While EndNote Web is free, it does not have the full functionality of the desktop version. Registration is required.

**EndNote X3: An Introduction**

Tuesday, January 26, 2:00 – 3:30 p.m.

Monday, February 22, 2:00 – 3:30 p.m.

Thursday, April 8, 2:00 – 3:30 p.m.

**Introduction to EndNote Web**

Thursday, March 4, 2:00 – 3:00 p.m.

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Are you ready for Office 2007?
We are!

And we can help!

If you or your department is ready to upgrade to Office 2007 and would like an overview of the changes, please contact the Instructional Media Center to set up a special session!
Call Stephanie Agnew at 325-8867 today, and we will do the rest!