PowerPoint 4: Active Learning Using PowerPoint

January 11, 10:00 am - 12:00 pm
Library Room 028

- Share your ideas and present to the class.
- Insert images, animations, and audio.
- Use the slide show feature to enhance your presentation.
- Create a new presentation from a template.

In this workshop, the participants will learn to:
- Use PowerPoint effectively.
- Create engaging presentations.
- Enhance their communication skills.

Course Objectives:
- Improve presentation skills.
- Increase confidence in public speaking.

Note:
- Those who attend this workshop should have already taken Introduction to PowerPoint.

PowerPoint 2: Creating a Responsive Catalog

March 27, 9:30 am - 11:00 am
Library Room 028

- Create a responsive catalog in PowerPoint.
- Learn how to design and layout your catalog.
- Customize the design to meet your needs.

Course Objectives:
- Create a responsive catalog.
- Customize the design to meet your needs.
- Create a catalog that is accessible.

Note:
- Those who attend this workshop should have already taken Introduction to PowerPoint.

PowerPoint 1: Introduction

April 10, 9:30 am - 11:30 am
Library Room 028

- Create a basic presentation in PowerPoint.
- Learn how to insert text and images.
- Customize the design to meet your needs.

Course Objectives:
- Create a basic presentation in PowerPoint.
- Customize the design to meet your needs.
- Create a presentation that is accessible.

Note:
- Those who attend this workshop should have already taken Introduction to PowerPoint.

Excel

Excell Library Room 028

April 10, 9:30 am - 11:30 am
Library Room 028

- Create a basic Excel spreadsheet.
- Learn how to insert data.
- Customize the design to meet your needs.

Course Objectives:
- Create a basic Excel spreadsheet.
- Customize the design to meet your needs.
- Create a spreadsheet that is accessible.

Note:
- Those who attend this workshop should have already taken Introduction to Excel.

PowerPoint

Access someones website for your project.
- Gain power access to objects for this teacher and access.
Excel 1: Formulas

Excel 2: Charts

Excel 3: Formatting

Excel 4: Editing

Course Objectives:

1. To understand the basic principles of Excel.
2. To be able to create and use formulas effectively.
3. To use Excel for data analysis and management.
4. To learn how to create and modify charts.
5. To gain proficiency in Excel's advanced features.

Notes:

1. This workshop is designed for students who have already taken Introduction to Excel.
2. Please bring your own laptop to the workshop.
3. No prior experience with Excel is required.
Word

**Word**

**February 13**

9:30 am - 11:30 am  
**ARCC, Normal Hall, Room 120**

**Enhance a narrative with a single visual piece (VJ)**
- Create a compelling presentation with a VJ
- Use the principles of storytelling to engage your audience

**Course Objectives:**
- Understand the role of a VJ in enhancing visual storytelling
- Develop the skill of creating effective visual narratives

**Excel B: Metrics**

March 13

9:30 am - 11:30 am  
**ARCC, Normal Hall, Room 120**

- Chart and outline a problem statement
- Use conditional formatting (条件格式化)
- Create and work with subtotals
- **Note:**
- This workshop will be delivered in a practical format.

**Course Objectives:**
- Understand how to create and utilize conditional formatting
- Develop skills in creating and working with subtotals

**Notes:**
- Workshop participants should have a solid foundation in Excel.

**January 30**

9:30 am - 11:30 am  
**ARCC, Normal Hall, Room 120**

- Create and use formulas
- Create and use functions
- Combine formulas in a spreadsheet
- View and edit data in a spreadsheet

**Notes:**
- Workshop participants should have already taken Introduction to Excel.

**Notes:**
- This course will be delivered in a demonstration format, with practical exercises.

**Excel Skills and Data Validation**

**Excel:**
- Large and Multiple Workbooks
In this workshop we will learn to:

- Create and use a project in Access.
- Use queries to select data.
- Use forms to input data.
- Use reports to display data.
- Use tables to store data.
- Use relationships among tables.
- Use macros to automate tasks.
- Use modules to customize forms and reports.

Notes:
- This workshop is for Access 2003 and later versions.
- You should have a basic understanding of databases and database management.
- You should have a working knowledge of Windows and Microsoft Office suite.
- You should have some experience with Access.

Access 2:

February 12, 2006 - 1:00 pm - 3:00 pm

- Create and use a project in Access.
- Use queries to select data.
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Access 3:

February 18, 2006 - 1:00 pm - 3:00 pm

- Create and use a project in Access.
- Use queries to select data.
- Use forms to input data.
- Use reports to display data.
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Notes:
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- You should have a basic understanding of databases and database management.
- You should have a working knowledge of Windows and Microsoft Office suite.
- You should have some experience with Access.
In this workshop, the participant will learn to:

**Course Objectives:**
- Create a dynamic form by using HTML5 and JavaScript.
- Implement client-side validation to ensure data integrity.
- Utilize server-side processing for more advanced functionality.

**Important Note:**
This workshop is designed to be interactive. Participants should have a basic understanding of HTML and JavaScript. Participants who are new to these technologies are encouraged to review the provided resources before attending.

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**Meeting**

**Date:** March 22, 2023, 2:00 PM to 4:00 PM

**Room:** Library Room 230

**Agenda:**
- Introduction to Dynamic Forms
- Implementing Server-Side Validation
- Real-world Application Examples

**Registration:**
Visit the workshop page on the website for more information.

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**Project 1: Updating Project Resources**

**Date:** February 15, 2023, 2:00 PM to 4:00 PM

**Room:** Library Room 208

**Agenda:**
- Introduce project resources
- Update project documentation
- Review project status

**Registration:**
Visit the project page on the website for more information.

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**Project 2: Resources—Views**

**Date:** February 8, 2023, 2:00 PM to 4:00 PM

**Room:** Library Room 208

**Agenda:**
- Introduce resource views
- Present project resources
- Review project status

**Registration:**
Visit the project page on the website for more information.
New Tools for Instruction

Teaching-enhanced Classrooms

* Record and view lectures in P2P, as desired
* Create a P2P session and record
* Create responses in P2P format and record more content
* Create new lectures and record
* Visit the Teaching-enhanced classroom

Notes:
- For more information, contact the Technology Development Office

Personal Response System (PRS)

* Use a personal response system (PRS) to attend workshops
* Record lecture notes using a P2P system
* Create a P2P session and record
* Record lecture notes using a P2P system

Notes:
- For more information, contact the Technology Development Office

Webinars:

Webinar 1: Creating an Online Survey

- March 14
- 9:30 a.m. to 11:00 a.m.
- Normal Hall, room 120
- Library, room 208
- April 12
- 9:00 a.m. to 11:00 a.m.
- Normal Hall, room 120
- Library, room 208

Notes:
- For more information, contact the Technology Development Office
April 17
9:00 am - 11:30 am
ARC, Normal Hall, Room 120
Session 2: Breeze: A Tutorial

April 17
1:00 pm - 3:00 pm
ARC, Normal Hall, Room 120
Session 3: Advanced Techniques in Text Security

May 2
9:00 am - 11:30 am
ARC, Normal Hall, Room 120
Session 4: The Future of Text Security

May 2
1:00 pm - 3:00 pm
ARC, Normal Hall, Room 120
Session 5: Workshop on Practical Text Security

Introduction

Capable

Fluent

April 6
2:00 pm - 4:00 pm
ARC, Normal Hall, Room 120

definitions of the Message attendees at a session (d) Defined in the context of the content of the session

APRIL 19
2:00 pm - 4:00 pm
ARC, Normal Hall, Room 120

definitions of the Message attendees at a session (d) Defined in the context of the content of the session

In this workshop the participant will learn:

Course Objectives:

- Create an engaging lecture using the basic layout
- Discover the secret of successful presentations
- Create a concise and clear presentation

- We recommend that participants attend a Breeze Presentation Training before attending this workshop.

April 10
9:00 am - 11:30 am
ARC, Normal Hall, Room 120
Session 1: Breeze: A Tutorial

April 10
1:00 pm - 3:00 pm
ARC, Normal Hall, Room 120
Session 2: Breeze: A Tutorial

April 12
9:00 am - 11:30 am
ARC, Normal Hall, Room 120
Session 3: Advanced Techniques in Text Security

April 12
1:00 pm - 3:00 pm
ARC, Normal Hall, Room 120
Session 4: The Future of Text Security

April 14
9:00 am - 11:30 am
ARC, Normal Hall, Room 120
Session 5: Workshop on Practical Text Security

APRIL 19
9:00 am - 11:30 am
ARC, Normal Hall, Room 120
Session 2: Breeze: A Tutorial

APRIL 19
1:00 pm - 3:00 pm
ARC, Normal Hall, Room 120
Session 3: Advanced Techniques in Text Security

APRIL 21
9:00 am - 11:30 am
ARC, Normal Hall, Room 120
Session 4: The Future of Text Security

APRIL 21
1:00 pm - 3:00 pm
ARC, Normal Hall, Room 120
Session 5: Workshop on Practical Text Security
Computer-Based Training (CBT)
### Feedback and Opinions

PLEASE FEEL FREE TO SHARE YOUR CONCERNS, COMPLAINTS, AND SUGGESTIONS.

We provide feedback to improve the products and services of the University. We are committed to excellence, efficiency, and effectiveness.

We welcome all feedback regarding the Information Technology services.

反馈与意见

请随时向我们提出您的批评、投诉和建议。

我们提供反馈来改进我们的产品和服务。我们致力于卓越、效率和有效性。

我们欢迎对信息技术服务的所有反馈。