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## Summer Hours

COMPUTER ROOMS (135, 137, 139, 141, 143)  
Monday through Friday 8:00am—5:00pm  
Saturday & Sunday: Closed

ADMINISTRATIVE OFFICE  
Monday through Friday 8:00am—noon  
1:00pm—5:00pm

## Consultants

Jeanette Burkett, Communications  
Yi-Chi Chen, Economics  
TBA, Pinch-Hitter  
Nadia Morgen, Jackson School  
Emory Morrison, Sociology  
Tim Moses, Education  
Michael Strausz, Political Science  
Catherine Veninga, Geography  
Elena Verdolini, Public Affairs  
Annie Windrem, Social Work

## Administrative Staff

Fred Nick, Director  
Kathy Davis, Fiscal Specialist  
Grace Ning Gu, Archivist  
TBA, LAN Manager  
Dixielynn Gleason, WP/DP Consultant

## Addresses

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## From the Director

Well, the Back-to-school Seminars have arrived again. This year we will offer two full weeks of short introductions to the many software packages we support at CSSCR.

Each session is a one-hour intro, intermediate or advanced course. These courses are designed to prepare CSSCR's consultants for the upcoming school year. They are also a great resource for improving skills for RAs and TAs.

I hope you have a great remainder of your Summer and I'll see you in the Back-to-School seminars!

**FRED NICK**

# Back-To-School Seminars September 2002

For class descriptions and sign-up information, see next page.

## *Monday, September 16*

9:30 - 10:00AM	<b>Introduction to CSSCR and Campus Resources</b>	Fred Nick
10:15 - 11:15AM	<b>Computer Consulting Basics</b>	Fred Nick

## *Tuesday, September 17*

9:00 - 10:00AM	<b>Microsoft Word Tricks (Kill the Paper Clip!)</b>	Dixielynn Gleason
10:15 - 11:15AM	<b>Introduction to Photoshop</b>	Fred Nick
11:30 - 12:30PM	<b>Introduction to Acrobat and PDF Creation</b>	Dixielynn Gleason

## **Wednesday, September 18**

9:00 - 10:00AM	<b>Introduction to SPSS</b>	Jeanette Burkett
10:15 - 11:15AM	<b>Introduction to SAS</b>	Yi-Chi Chen
11:30 - 12:30PM	<b>Intermediate SAS</b>	Yi-Chi Chen

## **Thursday, September 19**

9:00 - 10:00AM	<b>Introduction to SPlus</b>	Emory Morrison
10:15 - 11:15AM	<b>Introduction to Excel</b>	Annie Windrem
11:30 - 12:30PM	<b>Advanced Excel/Graphs/Stats/Database</b>	Emory Morrison

## **Friday, September 20**

9:00 - 10:00AM	<b>Introduction to IMovie</b>	Annie Windrem
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## **Monday, September 23**

9:00 - 10:00AM	<b>Introduction to ArcGIS</b>	Catherine Veninga
10:15 - 11:15AM	<b>Introduction to PowerPoint</b>	Emory Morrison
11:30 - 12:30PM	<b>Introduction to Authorware</b>	Jeanette Burkett

## **Tuesday, September 24**

9:00 - 10:00AM	<b>Introduction to NUD*IST</b>	Tim Moses
10:15 - 11:15AM	<b>Introduction to FolioViews</b>	Nadia Morgen
11:30 - 12:30PM	<b>Introduction to Atlas.ti</b>	Tim Moses

## **Wednesday, September 25**

9:00 - 10:00AM	<b>Introduction to EViews</b>	Yi-Chi Chen
10:15 - 11:15AM	<b>Introduction to Access</b>	Grace Ning Gu
11:30 - 12:30PM	<b>Advanced Access</b>	Nadia Morgen

## **Thursday, September 26**

9:00 - 10:00AM	<b>Introduction to Framemaker</b>	Dixielynn Gleason
10:15 - 11:15AM	<b>Introduction to CSSCR Archive &amp; Campus Data</b>	Grace Ning Gu
11:30 - 12:30PM	<b>Introduction to Census Data 2000</b>	Grace Ning Gu

## **Friday, September 27**

9:00 - 10:00AM	<b>Introduction to GoLive</b>	Nadia Morgen
10:15 - 11:15AM	<b>Introduction to DreamWeaver</b>	Catherine Veninga
11:30 - 12:30PM	<b>Introduction to Flash</b>	Tim Moses

If you would like to request academic accommodations due to a disability, please contact Disabled Student Services, 448 Schmitz, 543-8924 (V/TDD).

If you have a letter from Disabled Student Services indicating you have a disability that requires academic accommodations, please present the letter to Fred Nick at CSSCR so we can discuss the accommodations you might need for class.

# CSSCR Back-To-School Seminars 2002

From September 16 to September 27, CSSCR will be conducting a series of seminars on computer use. The hour-long sessions are free and non-credit. These seminars are fairly general, brief introductions to the subjects presented. In-depth classes on these subjects will be taught later in the quarter. To sign up for CSSCR seminars, call 543-8110 or stop by 145 Savery Hall during office hours, or sign up on CSSCR's Web page ([www: http://julius.csscr.washington.edu/](http://julius.csscr.washington.edu/)). All seminars start in Room 149 Savery.

## **Intro to CSSCR & Campus Resources**

This session will give an overview of CSSCR, its equipment, services and resources. I will also explain how CSSCR fits into the college and campus computing picture and what resources campus offers. A brief review of the Back-to-School Seminar agenda will be provided.

Instructor: Fred Nick  
When: Monday, September 16  
9:30AM—10:00am  
Where: Room 149, Savery Hall

## **Computer Consulting Basics**

This course covers the mechanics of being a consultant: the consulting session; the roles and responsibilities of the consultant and client; and the dos and don'ts of dealing successfully with clients. It is oriented to training new CSSCR consultants.

Instructor: Fred Nick  
When: Monday, September 16  
10:15AM—11:15AM  
Where: Room 149, Savery Hall

## **Kill the Paper Clip!!!**

In this lecture, I will show you some of the undocumented features and non-intuitive procedures users of Word for Windows 2000 commonly encounter.

Instructor: Dixielynn Gleason  
Date: Tuesday, September 17  
Time: 9:00AM to 10:00AM  
Where: Room 149, Savery Hall

## **Introduction to Photoshop**

This brief introduction to Adobe Photoshop will cover a little color theory and review the basic features of the program. Toward the end of the hour we will thinly cover more advanced tools like filters, layers and paths. This course will be a good intro to the package for those who are scanning and touching up slides.

Instructor: Fred Nick  
When: Tuesday, September 17  
10:15AM—11:15AM  
Where: Room 149, Savery Hall

## **Introduction to Adobe Acrobat & PDF Creation**

Acrobat is a collection of software which enables you to create PDF files from PostScript files. During this hour, I'll walk you through creating a PDF file.

Instructor: Dixielynn Gleason  
When: Tuesday, September 17  
11:30AM to 12:30PM  
Where: Room 149, Savery Hall

## **Introduction to SPSS**

This introduction will cover the logic and instincts of SPSS. You will learn the rudiments of tracking down the statistical meaning in your data. Though you may retrace your steps a few times, this lecture will give you the foundational boots to slog through the swamp of statistical SPSS Jargon.

Instructor: Jeanette Burkett  
When: Wednesday, September 18  
9:00AM to 10:00AM  
Where: Room 149, Savery Hall

## **Introduction to SAS (Statistical Analysis System)**

SAS can be used for much more than just data analysis, such as data management, tables, and graph generation. In our short time together we will explore some of these functions with an emphasis on efficient ways to learn and use SAS in certain research situations.

Instructor: Yi-Chi Chen  
Date: Wednesday, September 18  
Time: 10:15AM—11:15AM  
Where: Room 149, Savery Hall

## **Intermediate SAS**

In this class, we will talk about how to create and to access permanent SAS data sets and how to merge two data sets with SAS. In addition, we will address some practical issues in SAS, such as how to convert an SPSS file to a SAS file and vice versa.

Instructor: Yi-Chi Chen  
When: Wednesday, September 18  
11:30AM to 12:30PM  
Where: Room 149, Savery Hall

Seminar Descriptions Continued on Page 4.

# Seminar Descriptions Continued.

## **Introduction to SPlus**

SPlus is a statistical package for statisticians as well as social scientists. We'll talk about the basics of SPlus, including importing data, creating/editing graphs and running statistical models. Both menu options and the command line will be introduced.

Instructor: Emory Morrison  
When: Thursday, September 19  
9:00AM—10:00AM  
Where: Room 149, Savery Hall

## **Introduction to Excel**

This class is intended for anyone who has had little or no experience with Excel. We will focus on the program's basic spreadsheet functions as well as general charting capabilities.

Instructor: Annie Windrem  
When: Thursday, September 19  
10:15AM—11:15AM  
Where: Room 149, Savery Hall

## **Advanced Excel/Graphs/Stats/Database**

This seminar will walk you through some of the essential data analysis tools, function wizards and large data set management options that are built into Excel and can help you manage large chunks of data.

Instructor: Emory Morrison  
When: Thursday, September 19  
11:30AM—12:30PM  
Where: Room 149, Savery Hall

## **Introduction to iMovie**

Make your own movies on a Macintosh with iMovie. Learn how to crop extra footage from a video clip and how to copy a video clip so you can edit it without damaging the original. Add transitions between clips or at the beginning or end of your movie; use titles at the beginning and end of a movie as well as over clips throughout your iMovie project.

Learn to add music and other sound to your iMovie projects by recording your voice; add video effects, such as soft focus and sepia tone to your clips.

Instructor: Annie Windrem  
When: Friday, September 20  
9:00AM—10:00AM  
Where: Room 149, Savery Hall

## **Introduction to ArcGIS**

This lecture will introduce you to the basic features of the ArcGIS package: ArcMap, ArcCatalog, and ArcToolbox. We will focus primarily on ArcMap and you will learn how to display data, conduct queries, perform simple spatial operations, and make maps.

Instructor: Catherine Veninga  
When: Monday, September 23  
9:00AM—10:00AM  
Where: Room 149, Savery Hall

## **Introduction to PowerPoint**

Powerpoint is a versatile package which allows you to organize information on "slides." In this hour, we will look at how Powerpoint is structured, and how new users can create presentations, organize notes, manage graphics, and construct simple but fun animation.

Instructor: Emory Morrison  
When: Monday, September 23  
10:15AM—11:15AM  
Where: Room 149, Savery Hall

## **Introduction to Authorware**

Macromedia Authorware is the leading visual rich-media authoring solution for creating Web and online learning applications.

This is an introductory class which will guide you through the lexicon and the foundation of designing and beginning a project in Authorware.

Instructor: Jeanette Burkett  
When: Monday, September 23  
11:30AM—12:30PM  
Where: Room 149, Savery Hall

## **Introduction to NUD\*IST**

NUD\*IST is a qualitative data analysis program which deals with textual data. NUD\*IST is used for handling Non-numerical, Unstructured Data by Indexing, Searching and Theorizing.

Instructor: Tim Moses  
When: Tuesday, September 24  
9:00AM—10:00AM  
Where: Room 149, Savery Hall

## **Introduction to FolioViews**

This program is used for analyzing textual data. We will briefly discuss qualitative analysis, and then I will show you how to track and quickly find specific text within a document.

Instructor: Nadia Morgen  
When: Tuesday, September 24  
10:15AM—11:15AM  
Where: Room 149, Savery Hall

## **Introduction to Atlas.ti**

In this lecture, I will go over the basics of Atlas.ti, such as importing and analyzing documents, basic tools, and most important, discussing the terminology of Atlas.ti.

Instructor: Tim Moses  
When: Tuesday, September 24  
11:30AM—12:30PM  
Where: Room 149, Savery Hall

Seminar Descriptions Conclude On  
Next Page.

# Seminar Descriptions Concluded.

## Introduction to EViews

EViews provides a user-friendly interface for data analysis. It does not require extensive knowledge of programming and is easy to learn. Although the software is econometric-oriented, people from other fields can still benefit from learning EViews.

Instructor: Yi-Chi Chen  
When: Wednesday, September 25  
9:00AM—10:00AM  
Where: Room 149, Savery Hall

## Introduction to the Access Database Program

This seminar will review the concept of relational databases and cover the basic features of Access including construction and use of tables, forms, queries, reports, and relationships. Topics covered include creating a table, naming and describing fields, and defining data types. We will work with records, view table data sheets, add, edit and save records, set primary keys, create relationships between tables, and print table records. We'll look at Select queries by selecting tables and fields, and viewing data sets with specific query criteria, sorted order and excluded fields. Report creation is covered by creating, viewing and modifying reports using the Wizard.

Instructor: Grace Ning Gu  
When: Wednesday, September 25  
10:15AM—11:15AM  
Where: Room 149, Savery Hall

## Advanced Access

During this lecture, we will discuss database design in-depth, touch on the use of forms and subforms, security options, and crosstab queries. Programming will NOT be discussed. Basic understanding of access/relational databases is assumed.

Instructor: Nadia Morgen  
When: Wednesday, September 25  
11:30AM—12:30PM  
Where: Room 149, Savery Hall

## Introduction to Framemaker

Framemaker was invented to publish books, but is also a great general page layout design program. Although difficult to learn, Framemaker has so many features and is so flexible in its multichannel publishing capabilities, you will want to make the extra effort to learn it.

Instructor: Dixielynn Gleason  
When: Thursday, September 26  
9:00AM—10:00AM  
Where: Room 149, Savery Hall

## Intro to CSSCR Archive & Campus Data

CSSCR maintains a large electronic data archive for social sciences research. This class is to introduce to you the kinds of data we have and different ways of searching the archive at CSSCR and ICPSR. We will also show you how to search data on our web and access our archive holdings in different media.

Instructor: Grace Ning Gu  
When: Thursday, September 26  
10:15AM—11:15AM  
Where: Room 149, Savery Hall

## Introduction to Census 2000

This seminar will provide an overview of the structure and content of Census 2000 and its major data products. We will show you how to acquire the released Census 2000 summary files and TIGER/Line 2000 files, and talk about what CSSCR offers to help in disseminating Census 2000 data products and related materials.

Instructor: Grace Ning Gu  
When: Thursday, September 26  
11:30AM—12:30PM  
Where: Room 149, Savery Hall

## Introduction to GoLive

Adobe GoLive 5.0 is for creating and maintaining Web pages and Web sites. I will show you how to build basic Web pages using the click-and-drag-features to alter backgrounds, fonts and insert tables, pictures, links and animations. I will create links to other pages and Web sites as well as make a link to send email and explore GoLive's aptitude for managing the files and folders of a single Web site.

Instructor: Nadia Morgen  
When: Friday, September 27  
9:00AM—10:00AM  
Where: Room 149, Savery Hall

## Introduction to DreamWeaver

Use Dream Weaver to develop a professional Web site. Dreamweaver's visual layout tools and text-editing environment make Web design easy; and the code is always clean.

Instructor: Bovorn Vichiansin  
When: Friday, September 27  
10:15AM—11:15AM  
Where: Room 149, Savery Hall

## Introduction to Flash

Flash is a software product from Macromedia and is used for creating interactive animation for the Web. This lecture introduces some of the basics of movie-making, including drawing, type manipulation, layers, motion, interactive buttons, and Web page publishing.

Instructor: Tim Moses  
When: Friday, September 27  
11:30AM—12:30PM  
Where: Room 149, Savery Hall

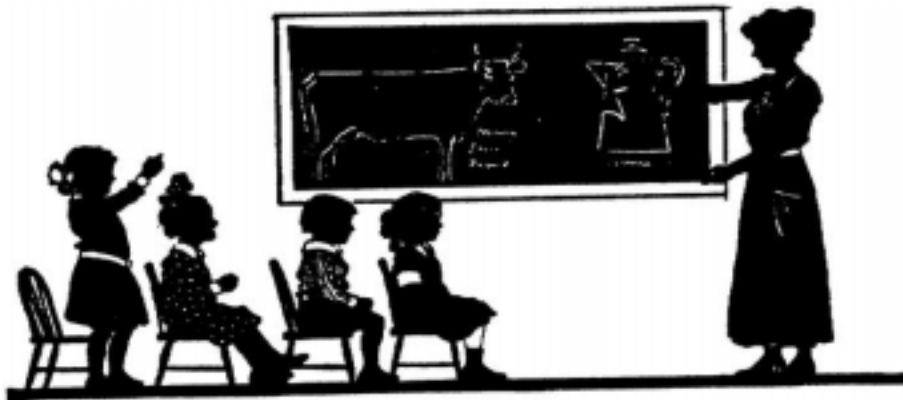




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# CSSCR Back-To-School 2002 Bulletin



Center for Social Science Computation & Research