

Top 10 Requests from the Spring 2005 SECT Computer Training Survey

1. Netscape Mail (Intermediate) **planned for Fall 2005**
Description: The email program that is part of the Netscape program and recommended by ITD.
Intermediate: Can set up a Junk mail folder. Can set up folders for email storage. Can use filters to filter emails automatically into folders.
2. Microsoft Word (Advanced) **planned for late Summer/Fall 2005**
Description: A word processing program.
Advanced: Can use Mail Merge. Can insert comments, and use the track changes feature. Can insert watermarks and graphs.
3. Library Web Templates (Basic) **planned for Summer 2005**
Description: People who create web pages for the Libraries must use the required templates.
Basic: Understand how to download the templates, how to fill in the required metadata fields, and where new content can be placed.
4. XML (Basic) **scheduled for August 17 and 18**
Description: Extensible Markup Language. Used to encode documents for delivery on the Web.
Basic: Can encode a simple document using an XML specification.
5. Adobe Acrobat (Basic) **planned for late Summer/Fall 2005**
Description: A program that creates and displays PDF files. It can be used through a stand-alone program, or via buttons in Microsoft Office products.
Basic: Can open, print, and save PDFs. Can create PDFs using buttons within Microsoft Office programs.
6. CorporateTime (Intermediate) **planned for late Summer/Fall 2005**
Description: A Web-based calendar program used to manage calendars, and to book library instruction rooms.
Intermediate: Can create calendar Designates and build favorites. Can create repeating entries. Can manage groups.
7. Windows (Intermediate) **forwarded to Desktop Services Committee**
Description: The desktop operating system used by the Library.
Intermediate: Can customize toolbars. Can change the background of the desktop.
8. Microsoft Excel (Intermediate) **taught April 20, 2005**
Description: A spreadsheet program used mainly for calculations.
Intermediate: Can perform data analysis using automated tools. Can trace formula precedents, dependents, and errors. Can locate invalid data and formulas. Can create and modify custom data formats. Can create charts and graphs.
9. Microsoft Publisher (Basic) **taught April 19 and 27, 2005**
Description: A desktop publishing program for creating documents such as posters and newsletters.
Basic: Can create a basic poster or brochure, using available templates.
10. HTML (Intermediate/Advanced – tie) **planned for late Summer/Fall 2005**
Description: HyperText Markup Language, used for creating web pages.
Intermediate: Can create web pages that include images and tables.
Advanced: Can create online forms and use image maps.