Training Session Descriptions Spring 2014

All sessions are free and will be held in Mosher 001 (the Mac lab) from 11:30am until 12:45pm. Sign up at the Media Center's help desk, or by calling (214) 887-5285, or by emailing mbly@dts.edu. Use the iMacs in the classroom for the Zotero session or bring your own laptop to any of the other sessions.

Creating Bible Charts in Excel for Beginners (1/22, 1/28, 2/7)
Instructor: Coy Stark
This session is designed to take a student who has never used Excel from learning the most basic Excel functions to producing a chart that will fulfill the requirements of BE assignments here at DTS.
Topics covered:
- How to begin the process of creating a chart, even before you get to Excel
- How to create a new Excel document
- Options for paper sizes and printing / PDF
- How to layout and format your chart
- Entering text
- How to format and merge cells
- How to add color and images.
- How to draw borders around your finished chart

Creating Bible Timelines in Prezi for Beginners (1/31, 2/6)
Instructor: David Or
In this session, you will learn how to use Prezi (a free online presentation tool) to help you create a Bible timeline for classes such as BE103 and BE104. No prior knowledge is required to attend this session. We highly recommend this session to BE students but everyone is more than welcome to join.
Topics covered:
- Create an account in Prezi
- Learn how to use Prezi
- Create a sample timeline in Prezi
- Drawing the timeline and date markers
- Inserting dates and other information
- Inserting pictures or clipart
- Printing the timeline

Making Your Own Website Using Wix (1/24, 1/30)
Instructor: David Or
This session will help students create their own website for personal use, freelance business, ministry portfolio or etc. No prior experience is needed. The class will use Wix (free online website designing tool) to create the website. The students will learn to do the following:
- Create a free website for personal use, ministry, internship portfolio, etc.
- Learn basic website design
- Design etiquette
- Using WIX free templates
- Uploading picture/video/PDF files to website
- Adding free applications to website (help chat, appointment reservations, payment, and email service)

Turabian Style for DTS Papers (1/23, 1/29, 2/4)
Instructors: Jeff Webster & Michelle Bly
This session is designed for students who may have never written a paper in DTS Turabian style or for students who have written papers in DTS Turabian style and who desire to learn an easier way to set up their papers.
Topics to cover:
- Tools available to help with Turabian formatting
- The proper format for various types of Turabian footnote and bibliography citations
- The proper layout for a paper written in DTS Turabian format
- How to use DTS's Microsoft Word Template to format papers in proper Turabian format.
- Use of styles and headings in the Word template
- How to number pages properly
- When and how to insert block quotations and how to footnote them
- Tips and tricks for Turabian formatting

Using Zotero to Format Footnotes & Bibliographies (1/21, 2/5)
Instructor: Debbie Hunn
Zotero is a free bibliographic management system that helps create and manage footnotes and bibliographies. This session is designed for students who anticipate writing papers with more footnotes than they wish to type directly. Please use the Macs in the lab during this session.
Topics to cover:
- Constructing Zotero records for books and articles
- Importing records from databases
- Creating footnotes from Zotero records
- Editing footnotes
- Changing footnote format
- Creating bibliographies