

# Training Sessions

## at the Media Center Fall 2014

Free training sessions will be offered at the Media Center (basement of Mosher library) from September 2 until October 3. This is the only time most of the sessions will be offered in this academic year. All sessions will be held in the Mac Lab (Mosher 001), except Creating Newsletters in Publisher, which will be held in the PC Lab (Mosher 004), and Studio Basics, which will be held in the studio (Mosher 006). Seminary students, faculty, staff, and spouses are welcome to attend. To reserve a seat, call (214) 887-5285, email mbly@dts.edu, or stop in at the Media Center (basement of library). Seating is limited.

If you attend the Zotero session, plan to use the computers in the lab. For any other session, you may use your own laptop if you already have the software installed. Stop at the Media Center's help desk if you need assistance to prepare for a session.

The session descriptions are included on subsequent pages. Most are designed to give attendees a basic understanding of the subject. Read the descriptions to see if the sessions will be beneficial for your proficiency level.

### **Creating Bible Charts in Excel for Beginners**

11:30am–12:45pm, Tuesday, September 2

1:00pm–2:15pm, Thursday, September 18

11:30am–12:45pm, Friday, September 26

### **Creating Bible Timelines in Prezi for Beginners**

11:30am–12:45pm, Friday, September 5

11:30am–12:45am, Friday, September 19

### **Creating Newsletters in Publisher .**

5:00pm–6:15pm, Thursday, September 18

11:30am–12:45pm, Tuesday, September 23

### **Excel Basics .**

11:30am–12:45pm, Thursday, September 4

10:00am–11:15am, Wednesday, September 24

### **Final Cut Pro Basics – Video Editing .**

11:30am–12:45pm, Thursday, September 11

5:00pm–6:15pm, Monday, September 15

### **Final Cut Pro: Text & Photo Animation .**

11:30am–12:45pm, Tuesday, September 9

10:00am–11:15am, Friday, September 12

5:00pm–6:15pm, Tuesday, September 16

### **Introduction to Database Searching .**

10:00am–11:15am, Wednesday, September 10

11:30am–12:45pm, Thursday, October 2

### **iMovie Basics - Video Editing .**

11:30am–12:45pm, Thursday, September 18

10:00am–11:15am, Friday, September 26

### **Making Your Own Website .**

11:30am–12:45pm, Friday, September 12

11:30am–12:45pm, Friday, October 3

### **PowerPoint Basics .**

11:30am–12:45pm, Wednesday, September 10

2:30pm–3:45pm, Tuesday, September 16

### **Photoshop Basics .**

10:00am–11:15am, Wednesday, September 17

11:30am–12:45pm, Thursday, September 25

### **Studio Basics: Photo & Video Lighting .**

11:30am–12:45pm, Friday, September 19

1:00pm–2:15pm, Tuesday, September 23

### **Turabian Style for DTS Papers .**

11:30am–12:45pm, Tuesday, September 16

11:30am–12:45pm, Wednesday, September 17

11:30am–12:45pm, Wednesday, September 24

11:30am–12:45pm, Tuesday, September 30

### **Using Zotero to Format Footnotes & Bibliographies**

11:30am–12:45pm, Wednesday, September 3

1:00pm–2:15pm, Thursday, September 11

11:30am–12:45pm, Wednesday, October 1

# Training Session Descriptions Fall 2014

## Creating Bible Charts in Excel for Beginners

*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

*Instructors: 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

## Creating Newsletters in Publisher

*Instructor: Simon Cherian*

Learn how Microsoft Publisher can help you create great-looking newsletters for your prayer partners and supporters. The student will learn to do the following

- Identify the common parts of a newsletter
- Create a Publisher newsletter template
- Start with, a pre-designed Publisher newsletter and adapt it to create your own newsletter.
- Add text to your newsletter, revise and reposition the text, create columns, and continue a story on another page.
- Add a picture to a publication, change how the picture looks, and control how text wraps around it.
- Creating print-ready PDF files
- Create Email Newsletters

## Excel Basics

*Instructor: Felix Garza*

In this session, you will learn the basic functions of Microsoft Excel. Zero or little previous experience with, Excel is required for this class. During the course of our time together you will be taken through the steps needed to create a basic table with, basic formulas.

Topics covered:

- What Excel templates you have available for different projects (calendars, budgeting, inventories, etc.)
- How to start a blank workbook.
- How to add and rename sheets in a workbook.
- How to add and format content of cells (text, numbers).
- How to use basic formulas (SUM, AVG, COUNTA, etc.)
- How to display gridlines, set print area, and freeze panes.
- How to insert/delete/move columns and rows.
- How to sort data.

## Final Cut Pro Basics - Video Editing

*Instructor: Nathan Chan*

This session will provide students a foundational grasp of Final Cut Pro X for video editing and production. An overview of best practices and navigational layout will be provided, as well as a hands-on opportunity to produce a video. This session is geared towards students who have zero to little experience in video production and presents an alternative video editing platform to iMovie.

Topics covered:

- Importing raw footage, pictures, music
- Editing footage
- Adding Text
- Using transitions and special effects
- Navigating Shortcut keys
- Exporting footage into final product

## **Final Cut Pro: Text & Photo Animation**

*Instructor: Tyler Short*

This session will provide students who are familiar with Final Cut Pro X with exposure to some of the advanced features. Final Cut Pro X has a wide variety of tools to create professional looking video and this class will explore features specifically used to manipulate text and still images to add interest and professionalism to your video project.

Topics covered:

- The Ken Burns' effect
- Adding motion to still photos (Key framing)
- Adding and manipulating text
- Applying and adjusting transitions
- Other helpful menus and features in Final Cut Pro X

## **iMovie Basics – Video Editing**

*Instructor: Michelle Bly*

This session is designed to take a student who has never used iMovie from importing footage into the computer to a final edited project.

Topics covered:

- How to import videos, photos, and music
- How to cut, trim, reduce, and increase the duration of clips
- How to create special effects (slow motion, black & white, chipmunk voices, etc.)
- How to add titles
- How to add transitions between clips
- How to add music and sound effects
- How to export the final project to YouTube, to a DVD, or to a data file format

## **Introduction to Database Searching**

*Instructor: Debbie Hunn*

This training session will introduce the DTS package of databases to students unfamiliar with, database searching. It will show the student who wants to find journal articles where to begin.

Topics covered:

- Practice searching databases
- Learn basic search strategies
- Learn to choose the right database

## **Making Your Own Website**

*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)

## **PowerPoint Basics**

*Instructor: Felix Garza*

In this session, you will learn the most used functions in PowerPoint. Zero or little previous experience with, PowerPoint is required for this class. During the course of our time together you will be gradually taken through the steps needed to complete the map assignment for BE103 and create a short slide show.

Topics covered:

- How to start a presentation from preset templates.
- How to create slides from preset layouts.
- How to add and modify content (text, shapes, pictures).
- How to add and modify slide transitions and animations.
- How to change the order of slides and animations.
- How to label a map of Israel for the BE assignment
- Bonus: How to change aspect ratio (4:3 to 16:9)

## **Photoshop Basics**

*Instructor: Coy Stark*

Do you want the photos you show to look their best? Do you want to be able to salvage a 'less-than-perfect' shot? Did you know there is a difference in the requirements for printing a photo versus posting it online or projecting it in a presentation? After this session you will be able to do all of these things and so much more!

Topics covered:

- Learn how Photoshop works with "layers"
- Load your photos into Photoshop
- Do basic color and exposure adjustments
- Remove "Red-eye"
- Use Photoshop's "Filters" for artistic/funny/interesting effects
- Turn a photo into a coloring book page
- Use "Actions" to automate repetitive tasks
- Enhance and resize photos for posting online

## **Studio Basics**

*Instructor: Tyler Short*

The Media Center offers many resources that students can use for school or personal use. One of the best kept secrets in the Media Center is the video studio, which is free for students to use. This session does not require any prior knowledge of studio use and will introduce participants to the equipment available in the studio and as rental equipment. Because of limited space, this session will be limited to the first 8 students who sign up.

Topics covered:

- Introduction to the studio equipment, including lights, video cameras, microphones and back drops
- Setting up lights for an interview: introduction to 3 point lighting
- Adjusting the manual settings on the studio cameras for best results
- Introduction to rental items available to students to fit outside production needs

## **Turabian Style for DTS Papers**

*Instructors: Billy Todd & 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 Thursday, 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**

*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