

Media Center Fall 2015

Training Sessions

Free training sessions will be offered at the Media Center (basement of Mosher library) from September 1 until October 2. 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). Multiple offerings of the same session are provided to accommodate student schedules. 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.

Session descriptions are included below. 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.

Session Descriptions

Creating a Paper Outline in Word

Instructor: Coy Stark

Do you have difficulty organizing your thoughts when the time comes to write your papers? (Or, more importantly, does your grader have trouble trying to figure out what you are trying to say in your paper?) Are you communicating your research as clearly as you can? A well-crafted outline can help manage your thoughts and bring them together in a logical order so your paper communicates, clearly, your research and conclusions.

Topics covered:

- The most important sentence in any paper
- How an outline is 'formed'
- Using Microsoft Word to make the outline process easier
- Transforming an outline into a Turabian formatted paper
- The difference between "First Level" and "Second Level" headings and why it matters

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, 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
- 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 welcome.

Topics covered:

- Create an account in Prezi and learn how to use it
- Create a sample timeline in Prezi
- Draw the timeline and date markers
- Insert dates and other information
- Insert pictures or clipart
- Print the timeline

(Continued on Back)

Session Times and Dates

Creating a Paper Outline in Word

10:00am-11:15am, Wednesday, September 2
10:00am-11:15am, Tuesday, September 8
11:30am-12:45pm, Thursday, September 24

Creating Bible Charts in Excel for Beginners

11:30am-12:45pm, Thursday, September 3
11:30am-12:45pm, Friday, September 11
11:30am-12:45pm, Tuesday, September 22

Creating Bible Timelines in Prezi for Beginners

11:30am-12:45pm, Friday, September 4
11:30am-12:45pm, Thursday, September 10

Creating Newsletters in Publisher

4:30pm-5:45pm, Tuesday, September 8
11:30am-12:45pm, Friday, September 25

Excel Basics

11:30am-12:45pm, Wednesday, September 23
1:00pm-2:15pm, Tuesday, September 29

Final Cut Pro Basics - Video Editing

11:30am-12:45pm, Wednesday, September 16
11:30am-12:45pm, Tuesday, September 29

iMovie Basics - Video Editing

11:30am-12:45pm, Wednesday, September 9
1:00pm-2:15pm, Thursday, September 17

Introduction to WorldCat

11:30am-12:45pm, Tuesday, September 1
1:00pm-2:15pm, Wednesday, September 23

Making Your Own Website

10:00am-11:15am, Friday, September 11
11:30am-12:45pm, Thursday, September 17

PowerPoint Basics

2:30pm-3:45pm, Wednesday, September 9
11:30am-12:45pm, Tuesday, September 15

Studio Basics

4:00pm-5:15pm, Thursday, September 10
1:00pm-2:15pm, Tuesday, September 15
11:30am-12:45pm, Friday, October 2

Turabian Style for DTS Papers

11:30am-12:45pm, Wednesday, September 2
11:30am-12:45pm, Tuesday, September 8
11:30am-12:45pm, Thursday, October 1

Using Zotero to Format Footnotes & Bibliographies

11:30am-12:45pm, Friday, September 18
11:30am-12:45pm, Wednesday, September 30

Training Session Descriptions (Continued)

Creating Newsletters in Publisher

Instructor: Simon Cherian

Learn how Microsoft Publisher can help you create great looking newsletters for your prayer partners and supporters.

Topics covered:

- 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.
- Create 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 session. 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 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

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 clip duration
- How to create special effects (slow motion, black & white, deepen 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 WorldCat

Instructor: Debbie Hunn

WorldCat Discovery has replaced the previous library catalog. In this session you will learn how to use it to find books, journals, articles, and media accessible through the DTS library as well as books owned by other libraries.

Topics covered:

- Using your library account
- Locating books in Turpin Library
- Locating books in other libraries
- Finding articles in WorldCat
- Using Bible passages and subject headings

Making Your Own Website

Instructor: David Or

This session will help students create their own website for personal use, freelance business, ministry portfolio, etc. No prior experience is needed. The class will use WIX (free online website designing tool) to create the website.

Topics covered:

- 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 session. During the course of our time together you will be taken through the steps needed to complete the map assignment for BE103 and to 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)

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 covered:

- 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 and footnote block quotations
- 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 (rather than your own laptop).

Topics covered:

- Constructing Zotero records for books and articles
- Importing records from databases
- Creating footnotes from Zotero records
- Editing footnotes
- Changing footnote format
- Creating bibliographies