

# Training Session Descriptions Spring 2016

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

1/12, 1/21, 1/29 (Each are repeated sessions, not part of a series)

*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

1/15, 1/26 (Each are repeated sessions, not part of a series)

*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

## Introduction to WorldCat

1/14, 1/20 (Each are repeated sessions, not part of a series)

*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

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

**1/13, 1/22, 1/28** (Each are repeated sessions, not part of a series)

*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
- Use of styles and headings in the Word template
- How to number pages properly
- When and how to insert and footnote block quotations

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

**1/19, 1/27** (Each are repeated sessions, not part of a series)

*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 covered:

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