Macro Express (ME) Information Session

This session will cover the limitations and capabilities of ME. It will show how macros have been implemented in specific workflows in the Libraries. Workflow examples include Copy Cataloging, Acquisitions, Technical Services-wide application and Diacritics use. The presentation will be followed by a question and answer session.

Presenters: Julia Allen, Jason Fleming

CHOOSE FROM ONE OF THE FOLLOWING DATES:

Dates:
- Thursday, August 26, from 3:00-4:30
- Monday, August 30, from 9:30-11:00
- Friday, September 3, from 10:00-11:30

Place: MSL Conference Room, Room L107

Diacritics and Aleph: Your Options

This session covers some of the options for using diacritics in the Aleph environment. The floating keyboard (customizing the floating keyboard), Microsoft’s diacritics window, Aleph’s Unicode mode, and a few of the ME applications will be demonstrated.

Presenters: Julia Allen, Tatiana Barr, and Jason Fleming

Date: Wednesday, September 8
Time: 9:00-10:30
Place: MSL Conference Room, Room L107
How to Create PowerPoint Self-Running Presentations

This workshop will demonstrate how to organize a PowerPoint presentation online.

Presenter:  Paul Wartenberg

Date:  Wednesday, September 15

Time:  10:00-11:30

Place:  MSL Conference Room, Room L107

Look for these in October:

Excel: Beginning To Intermediate

This workshop has five modules. You may register for some or all:
Day 1: Basics (menu and toolbar features, getting started)
Day 2: Tables (creating and formatting documents)
Day 3: Charts (creating and formatting charts)
Day 4: Linking documents (linking between worksheets, workbooks and Word)
Day 5: Review and work related Excel problems

Using the Myers Briggs Type Indicator (MBTI) in Organizations During Transitions

How does organizational change affect the way you work? What do you need during time of change? What happens to you when your needs are not supported? How do you react? What do you focus on? When you have to deal with the losses sustained by change, what do you contribute? What do you have difficulty with? The MBTI will help you gain insight into how we are dealing both personally and as an organization with the changes of this past year.

To register for these workshops, please contact Trudi Di Trolio at 2-9809 or Trudit@mail.uflib.ufl.edu Visit the Staff Development Web Page at http://www.uflib.ufl.edu/pers/training/training.htm