

Digital Skills Development at IOE Training Programme: Course List and Descriptions

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*Macintosh based training courses are highlighted in yellow below

NOTES:

- Not all courses are run every term
- This document is updated at the beginning of each term. The most up-to-date course descriptions are available from the course booking system. See link in following note.
- To book onto any session please use the online bookings system: <https://v1.bookwhen.com/ioeitsbookings>

Bibliographic Software

Course Title	Course Description	Delivery	Length
ENDNOTE: Endnote – an introduction	<p>EndNote is a bibliographic reference manager, which allows you to maintain a personal "library" of all your references to books, journal articles, theses, websites, etc. You can then reproduce those references in your own writing - assignment, thesis, article, reading list etc - in hundreds of different bibliographic styles. This 2.5 hour session will cover the key features of using Endnote focusing on the use of the desktop version.</p> <p>This session will look at:</p> <ul style="list-style-type: none"> • Establishing your library • Manual entries, online searches, direct exports, finding full text • Managing and organising your references • Citing in Word • A brief introduction to EndNote Online 	Hands-on workshop	2.5 hrs
ENDNOTE FOR MAC USERS: Endnote – an introduction	As above but using Endnote Mac based version of Endnote	Hands-on workshop	2.5 hrs
ENDNOTE: Endnote Online: The free web based version of Endnote	<p>NOTE: This course is designed for users who have attended the introductory Endnote training session (or are already familiar with the basics of the desktop version of Endnote.)</p> <p>This session will compare the Endnote Online version with the desktop version and will cover many of the features and functionality covered in the introductory session. Topics include:</p> <ul style="list-style-type: none"> • Creating an account • Online searches • Direct exports (from online databases) • Organizing your references • Cite as you write • Syncing between online and desktop versions • Syncing issues <p>RECOMMENDED PREREQUISITE: Attendance at the Introductory Endnote session or prior experience of the desktop version of Endnote</p>	Hands-on workshop	1.5 hrs

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Collaboration Tools

Course Title	Course Description	Delivery	Length
<p>MICROSOFT TEAMS: Overview</p>	<p>Microsoft Teams is a chat-based workspace, available through Office 365. The focus is on chat but it is also designed for small team light document collaboration. It essentially brings together people, conversation and content along with tools needed for easy collaboration, all accessed from one hub. This tool is very popular with students.</p> <p>This session will demonstrate the potential and benefits of working with Microsoft Teams and will showcasing a basic Microsoft Teams site.</p> <p>Highlights of Microsoft Teams include: chat, private discussions, voice and video chats, sharing of files, collaborating, self-service, channels for sub group conversations, tabs for introducing other types of content, Activity pane, notifications, chat bots, ability to display in SharePoint, default OneNote notebook and more.</p>	<p>Mini demo session</p>	<p>30 min</p>
<p>SHAREPOINT: What is SharePoint and how can it help with team collaboration</p>	<p>This session will demonstrate the potential and benefits of working with SharePoint Team Sites and hopes to inspire you to start working and collaborating on your own teams sites. The session will focus on showcasing a couple of well-established SharePoint team sites. It will concentrate on demonstrating the possibilities of SharePoint rather than providing step by step instructions. You will be pointed to further resources and training opportunities at the end of the session.</p> <p>SharePoint is a collaborative platform which brings together many tools and services into one place. It allows us to work in team sites specially designed for efficient team/project collaboration. A team can be as small as two or as large as you need and not be limited to people only in your department or faculty. This tool is mostly used by staff.</p> <p>Highlights of SharePoint include: team site owner is in charge of inviting people to site, document libraries store most up-to-date shared documents, live co-authoring possible with multiple people, a familiar Microsoft ribbon and tabs interface, integration with Outlook, it's part of Office365 so everyone already has an account, different types of team sites are available for UCL users to select from.</p>	<p>Mini demo session</p>	<p>50 min</p>

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Diagramming Tools

Course Title	Course Description	Delivery	Length
<p>VISIO FOR STAFF: Diagramming Tool - Overview</p>	<p>The Visio diagramming tools allows you to create simple to complicated diagrams including flow charts, organizational charts, floor plans, network and engineering diagrams. A wide variety of built in shapes, objects and stencils are offered.</p> <p>Two versions of Visio are available for purchase, standard and professional. Professional version provides you with more shapes, templates and allows sharing and co editing. It also allows you to set up a live link between Visio diagrams and data in a data files such as an Excel or Access</p> <p>This overview session will demonstrate what you can achieve with Visio by show a variety of example diagrams. Basic skills will also be demonstrated to get you started. We recommend you use courses on Lynda.com to learn more. See https://www.ucl.ac.uk/isd/lynda</p> <p>Staff can purchase a Visio Standard (£35) or Professional (£68) license for their Desktop@UCL for staff computer or UCL staff standalone computer via the IT Purchasing team at UCL. See https://www.ucl.ac.uk/isd/services/software-hardware/software-for-staff</p> <p>Please Note: Visio is not available in the teaching rooms, nor through Desktop@UCL anyware. It cannot be purchased for home use for work via the IT Purchasing team. A Visio licence may normally cost around £300-£500 but various deals appear online from time to time.</p>	<p>Mini demo session</p>	<p>45 min</p>

Digital Notebooks

Course Title	Course Description	Delivery	Length
<p>ONENOTE: Organize your work/papers/life with OneNote - overview</p>	<p>OneNote is a popular digital notebook which allows you to capture, store and share all kinds of information. It is an alternative to Evernote and is used in preference by some. OneNote has a more colourful and flexible interface, larger storage space (1 Terabyte with an Office 365 account) and more.</p> <p>You can store text, drawings, handwritten notes, file attachments, web page clips, photos, videos and voice memos, all stored inside a note. It can be an ideal place to collate all your research resources. The notes can exist as pages or subpages and can be arranged into separate sections or notebooks.</p> <p>Notes can be shared, exported, emailed, tagged and searched. Notes can be stored locally or in the cloud which means you can access them from anywhere from any device. You can download OneNote for free onto your PC, Mac or use the online version without a download. Apps are available for mobiles and tablets.</p> <p>This demonstration session will:</p> <ul style="list-style-type: none"> • provide an overview of OneNote and it's many features • show numerous examples of when and how it may be used • demonstrate enough basic skills in detail to get you started • refer you to further training opportunities • focus on the use of the Windows based version of OneNote 	<p>Mini Demo Session</p>	<p>45 min</p>
<p>ONENOTE: OneNote digital notebooks - workshop</p>	<p>This workshop follows on from the 'ONENOTE: a digital notebook' demo session. Although useful, it is not essential for you to have attended the previous session.</p> <p>This workshop will give you the opportunity to create a digital notebook and try out some basic and advanced features of OneNote. You will be storing all your new notebooks on your Office 365 account's OneDrive. Topics covered will include most of the following:</p> <ul style="list-style-type: none"> • Creating notebooks • Working with pages, subpages and sections • Added different types of content to a page (e.g. text, images, annotations, spreadsheets, URL links, audio recordings) • OneNote desktop version v online version • OneNote App and capture images via mobiles and devices • Collating research resources and references. • Tagging and searching • Sharing • Syncing • Send to OneNote buttons 	<p>Hands-on workshop</p>	<p>1.5 hrs</p>

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iPad Apps

Course Title	Course Description	Delivery	Length
IPAD APPS: iPad apps for education - creative classroom tools	<p>Tablet devices like iPads open up mobile learning possibilities in education and school classrooms. We will try out a range of free apps used for mind mapping, such as 'Popplet', presentations for example 'Haiku deck', simple animation for example 'Puppet Pals' and quiz tools 'Kahoot' which could be useful for both school and university classrooms.</p> <p>In this session you will be provided with an iPad to use</p>	Hands-on workshop	1 hr

Interactive Whiteboards

Course Title	Course Description	Delivery	Length
IWB: Interactive whiteboard (Promethean and SMART flipchart software)	<p>Learn the basics of using an Interactive Whiteboard. See some of the interactive features of both the 'ActivInspire' and 'SMART Notebook' flipchart software. Choose the flipchart software most relevant to you during the hands on part of the session so you can explore the software and practice locking and layering to create an interactive drag and drop activity. Explore tools such as the spotlight, blind and timer and the resources built into both flipchart software.</p> <p>If you miss the session access a 'Lynda.com' training video using your UCL computer username and password.</p> <p>SMART Notebook: http://www.lynda.com/SMART-Notebook-tutorials/SMART-Board-Essential-Training/144078-2.html?org=ucl.ac.uk</p> <p>ActivInspire: http://www.lynda.com/ActivInspire-tutorials/Up-Running-Promethean-ActivInspire/155376-2.html?org=ucl.ac.uk</p>	Hands-on workshop	45 min

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Mind Mapping / Assistive Technology Tools

Course Title	Course Description	Delivery	Length
<p>BALABOLKA – Creating audio files from text with a screen reader</p>	<p>Balabolka, available as a free download, is a screen reading application which can read text files in any language or dialect you require. It can also be used to convert text to speech. A text file can be converted into to a single audio file or it can be split, based on chapters/bookmarks, and converted into a series of shorter audio files.</p> <p>This application can help:</p> <ul style="list-style-type: none"> • people for whom English is an additional language • those learning a new language • those with specific learning differences such as dyslexia • those who prefer to listen to an audio version of their documents or research resources. <p>Balabolka is an example of one of the Open Source assistive technology applications which are available to all students and staff on the UCL IOE network.</p> <p>In this session we will look at:</p> <ul style="list-style-type: none"> • some basics of using Balabolka as a screen reader • creating a single audio file • bookmarking and creating a series of audio files based on chapters 	<p>Mini demo session</p>	<p>30 min</p>
<p>INSPIRATION: Mind mapping tool - an overview</p>	<p>Inspiration is a mind mapping tool that can be used by anyone to structure their thoughts and ideas in a visual way that can then be transformed into an essay/report outline to work with at a later stage. The program can also be used to create mind maps, flow diagrams, PowerPoint slides and can lend itself to time management for things such as exam revision or thesis preparation.</p> <p>In this session we will look at:</p> <ul style="list-style-type: none"> • An overview of the program • Building a mind map • Exporting the mind map into programs such as Word • Other uses for the program 	<p>Hands-on workshop</p>	<p>1 hr</p>
<p>READ&WRITE: Text-to-speech software - an overview</p>	<p>Read&Write is text-to-speech literacy software that makes text more accessible. It is helpful for people with dyslexia, visual stress and for those for whom English is not their first language.</p> <p>It reads aloud Word, PDF and web pages and has an ICR facility to scan in documents to be read. It also has various grammar and spelling tools, research tools as well as study skills support functionality.</p> <p>In this session we will look at:</p> <ul style="list-style-type: none"> • An overview of the program • Hands-on testing of its functions • Creating a sound file 	<p>Hands-on workshop</p>	<p>1 hr</p>

<p>XMIND: A free powerful mind mapping tool</p>	<p>XMind is a powerful mind mapping tool which can be used for capturing your thoughts and ideas and bringing them to life in a visual graphical form. Mind mapping is used by many, such as students, teachers, researchers, event planners, and it can be particularly useful for those with specific learning differences. Students and teachers may use mind mapping for structuring reports, essays and lesson plans, note taking, revising, problem solving and inspiring creativity. Researchers may use mind mapping for collating research resources, building connections and relationships and analysing information.</p> <p>In this session we will:</p> <ul style="list-style-type: none"> • Look at some examples and uses of mind maps • Build one or two mind maps • Explore basic and advanced features of XMind • Learn about exporting and sharing your XMind map <p>XMind is one of the new Open Source applications that are available to all students and staff on the IOE network. (Staff at UCL IOE need to request installation via computer helpdesk)</p>	<p>Hands-on workshop</p>	<p>1.5 hrs</p>
<p>XMIND FOR MAC USERS: A free powerful mind mapping tool</p>	<p>As above but using the Mac version of XMind</p>	<p>Hands-on workshop</p>	<p>1.5 hrs</p>

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Operating Systems

Course Title	Course Description	Delivery	Length
<p>MAC OS: Workshop Part 1 - Introduction to Mac OS</p>	<p>This new hands-on workshop aims to help users are new to the Mac to become more confident and comfortable in the Mac environment and operating system. It will be particularly useful to users who have recently moved to a Mac from a Windows environment. Topics covered include:</p> <ul style="list-style-type: none"> • Comparing Windows OS to Mac OS • Introduction to the Dock, Apple menu, Finder • Working with files and folders in Finder / the desktop • Views in Finder including Cover Flow • Quick Look for previewing files/multiple files • Working in and controlling applications • Creating shortcut to files on desktop/ Favourites List • Highlighting new interface features of Office 2016 applications 	<p>Hands-on workshop</p>	<p>60 min</p>

<p>MAC OS: Workshop Part 2 - Shortcuts, tips and tricks in Mac OS</p>	<p>This new hands-on workshop is suitable for both new and experienced Mac users. It will look at many keyboard shortcuts, tips and tricks which aim to make your work in the Mac operating system more efficient and productive.</p> <p>Note: It is not necessary to attend Part 1 session before this course, but the Part 1 session is recommended for users new to the Mac environment. Topics covered include:</p> <ul style="list-style-type: none"> • Plenty of keyboard shortcuts and general tips and tricks • Customising the Dock, Finder Windows and mouse • Useful System Preferences • Finder Window tabs • Colour tags and create your own • Working with multiple files • Launchpad • Mission Control • Spotlight searches (including unit conversions, calculations, definitions) • Screen captures • Highlighting a few useful built-in applications such as: Stickies, Preview, Maps, Keynote 	<p>Hands-on workshop</p>	<p>60 min</p>
<p>WINDOWS 10: NEW Features & Tips and Tricks</p>	<p>Windows 10 is the latest and most powerful operating system, now installed on the UCL student network. Although the user interface is very intuitive you may need to look a little deeper to find and make the most of some of its new and useful features.</p> <p>This demonstration session is designed for anyone relatively new to Windows 10. You may wish to get a little help understanding how the new interface works, where all the usual features have been relocated to and see the most helpful new features of this version. Many short tips and tricks will be demonstrated too. Topics covered will include the following:</p> <ul style="list-style-type: none"> • Keyboard shortcuts • New Start Menu / Start full screen view / customizing Tiles • New File Explorer and Quick Access • Task View - for working with virtual desktops • Snap windows to sides or quadrants/corners • Add toolbars to taskbar • Windows Ink Workspace – screenshot your screen and annotate with Screen Sketch • Action Centre • New features for Office 2016 apps • Other buddle apps • Searching with Corsana, (includes voice activation) 	<p>Mini demo session</p>	<p>45 min</p>

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Presentation Software

Course Title	Course Description	Delivery	Length
<p>KEYNOTE FOR MAC: An introduction to presenting with Keynote</p>	<p>Keynote is Apple's presentation programme, an easy to use and powerful alternative to PowerPoint. It's integrated with iCloud so you can work on a Mac and carry on on iOS later. It offers many themes, simplified toolbar, cinematic transitions and animations, interactive charts and much more. It is possible to export to and import from PowerPoint.</p> <p>This new hands-on course aims to provide you with an overview of Keynote and get you started with the basics and beyond. Topics to be covered include:</p> <ul style="list-style-type: none"> • themes • slide layouts • working with text • working with graphics • working with charts • slide transitions • an introduction to animations, include 'Magic Move' • presenting 	<p>Hands-on workshop</p>	<p>2.5 hrs</p>
<p>POWERPOINT 2016 for Windows: Jazzing up your PowerPoint presentations</p>	<p>Are your presentations little more than a series of slides filled with bulleted lists? Get some ideas on making your presentations more exciting and memorable and try out the features which you think will make a difference to your presentations. Typical topics usually covered include:</p> <ul style="list-style-type: none"> • Considerations on text layout and quantity • Spacing after paragraphs • Using annotations • Use of SmartArt for key slides • Use of graphics and objects other than text • Creative use of animations • Chart animations • Motion paths 	<p>Mini demo session</p>	<p>45 min</p>
<p>PRESENTING: Alternative presentation tools</p>	<p>PowerPoint is great but sometimes it's good to try out other ways of presenting information. In this demonstration session we will look at a range of alternative and free presentation tools including;</p> <ul style="list-style-type: none"> • Prezi • Powtoon • Mind Meister • Pinterest • Haiku Deck • PechaKucha presentation format with PowerPoint <p>We will discuss the affordances and challenges of each presentation tool.</p>	<p>Mini demo session</p>	<p>1 hr</p>

<p>PREZI: Advanced Prezi</p>	<p>Come along with an idea and a rough design for your presentation. This hands-on workshop will focus on creating your own unique 'Prezi' presentation from scratch. We will also explore the narration option, editing the 'Path' and importing PowerPoint slides and 'Prezifying' them.</p> <p>You will need to have used 'Prezi' before to get the best out of this session.</p>	<p>Hands-on workshop</p>	<p>45 min</p>
<p>PREZI: Introduction to Prezi</p>	<p>Tired of using PowerPoint? Try out 'Prezi' an online zooming presentation tool. This hands-on workshop will focus on using a template so you can make your own 'Prezi' presentation. You can collaborate on line as well as download the 'Prezi' to use off line. It's free and has some excellent templates which are great for concept maps and visual materials.</p> <p>If you miss the session access a 'Lynda.com' training video using your UCL computer username and password.</p> <p>http://www.lynda.com/Prezi-tutorials/Prezi-Essential-Training/368576-2.html?org=ucl.ac.uk</p>	<p>Hands-on workshop</p>	<p>45 min</p>
<p>SWAY: Microsoft's modern alternative to PowerPoint – an overview</p>	<p>Sway allows you to easily create and share interactive reports, presentations, personal stories, newsletters, brochures, classroom materials etc., which are more suited to online presentations rather than audiences. It offers a new way to present and share information and ideas. Microsoft offers this application which is more adapted to the expanding connected world to compliment PowerPoint so you can select the most suitable programme for each project.</p> <p>Some highlights of Sway:</p> <ul style="list-style-type: none"> • Sway is available through your Office 365 account. It has more web-focus. • It's integrated with your devices, online storage and web allowing you to easily embed web based content from a variety of sources. • You can insert tweets, OneDrive content and documents, embed maps and videos from other websites and also content from Flickr, Infogram, YouTube and more. • Most design decisions are done on your behalf so you can concentrate on the content. Use Remix button to cycle through plenty of alternative designs. <p>Topics covered in this demo session include:</p> <ul style="list-style-type: none"> • A look at several examples • Accessing Sway via Office365 • Creation of a sway from scratch • Creation of a sway from a Word document • Working with images, videos, maps • Differences between Sway and PowerPoint • Advice on when to use Sway and when to use PowerPoint 	<p>Mini demo session</p>	<p>45 min</p>

<p>SWAY: Microsoft's modern alternative to PowerPoint - Workshop</p>	<p>This workshop follows on from the SWAY demo session (see above). Although useful, it is not essential for you to have attended the previous session.</p> <p>This workshop will give you the opportunity to create a few Sway presentations and try out some basic and advanced features. You will be creating your presentations via your Office 365 account.</p> <p>Topics covered will include :</p> <ul style="list-style-type: none"> • A look at several examples • Accessing Sway via Office365 • Creation of a sway from scratch • Creation of a sway from a Word document • Working with images, videos, maps • Differences between Sway and PowerPoint • Advice on when to use Sway and when to use PowerPoint 	<p>Hands-on workshop</p>	<p>1.5 hrs</p>
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Social Media

Course Title	Course Description	Delivery	Length
<p>TWITTER: For research and professional development</p>	<p>Explore the potential of Twitter for establishing an online presence and for networking with other researchers. Twitter can also be used to find useful information and resources. This session provides some examples and an overview of how Twitter can support your professional development and help you disseminate your research findings. You will get the opportunity to set up an account and begin tweeting. Bring two digital photos for your profile and header photo. We will cover following, retweeting, using images, searching/trending topics (# hash tags), and short URLs.</p> <p>We will also show how you can manage your tweets on your smart phone and by using management systems such as 'Hootsuite'. https://hootsuite.com/ as well as how to archive and share a Twitter discussion using 'Storify'. https://storify.com/</p>	<p>Hands-on workshop</p>	<p>1.5 hrs</p>

<p>WORDPRESS: Blogging with WordPress - introductory workshop</p>	<p>WordPress, currently the most popular blogging tool used on the web, has many powerful and flexible features which put it above other free blogging system and makes it an ideal choice for researchers wishing to share their research. You can start with a free account and use it either with or without installation and later upgrade to a premium account with a domain.</p> <p>This new hands-on workshop is designed for users who have little or no experience of blogging with WordPress. It aims to get you confident with blogging and managing your account. The workshop will cover many of the basic WordPress skills, introduce you to a selection of advanced tools/features and provide you with ideas on how you could develop your blog site. Topics to be covered include:</p> <ul style="list-style-type: none"> • Creating posts • Formatting text • Working with images • Scheduling a time to publish posts • Navigating the Dashboard and My Site tab • Categories and Tags • Themes • Linking posts to social media • Pages • Useful settings and customisations <p>ESSENTIAL PREREQUISITE</p> <p>Please create a WordPress.com account prior to the session.</p>	<p>Hands-on workshop</p>	<p>2 hrs</p>
<p>WORDPRESS FOR MAC USERS: Blogging with WordPress - introductory workshop</p>	<p>As above but using the Mac version of XMind</p>	<p>Hands-on workshop</p>	<p>2 hrs</p>
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Spreadsheet Software

Course Title	Course Description	Delivery	Length
EXCEL 2016 for Windows: Excel tips and tricks	<p>Lots of tips and tricks for working with Excel (any version). There will be something here for everyone. Tips covered include a look at:</p> <ul style="list-style-type: none"> • useful keyboard shortcuts • ways to select large areas, block of data • inserting a line break into a cell • autofill • autocalculate • naming cells and ranges and why • data bars conditional formatting • easy headers and footers • easily chaining the order of the columns • freezing rows / columns • hiding rows / columns • adding your favourite commands to the quick access toolbar • flash fill • the repeat command (helps with formatting) 	Mini demo session	45 mins
EXCEL 2016 for Windows: Excel Workshop: VLookUp	<p>The VLookUp function in Excel looks at a value in one column and find its corresponding value on the same row in another column. For example, you can give Excel a surname to look up and VLookUp will locate the name in the first column and return for you the name of their tutor, their date or birth, which country they are from or whatever type of information you requested.</p> <p>In this session we will practice many examples of VLookup and take a brief look at HLookup too.</p>	Hands-on workshop	1.25 hrs
EXCEL 2016 for Windows: Pivot tables in Excel to analyse and summarize data	<p>A look at how Pivot Tables can be used to analyse and summarize data and saving you lots of time. Once the table is set up it can be changed in various ways to give you different summaries. Topics covered in this demonstration session include:</p> <ul style="list-style-type: none"> • Creating pivot tables • Rearranging pivot tables • Sorting, filtering, grouping data • Pivot charts 	Mini demo session	45 mins
EXCEL 2016: Pivot Tables in Excel workshop	As above but delivered as a hands-on workshop	Hands-on workshop	1.5 hrs

<p>EXCEL 2016 FOR MACS: Introduction to Excel 2016</p>	<p>An introduction to working with Excel 2016. Topics covered include:</p> <ul style="list-style-type: none"> • Entering and editing text • Navigating and selecting • Inserting, Deleting, resizing columns and rows • Copying and moving data • Formulas and basic functions • Relative and absolute referencing • Introduction to AutoFill <p>NOTE: Anyone who has their own laptop is welcome to bring it along with them to the session.</p>	<p>Hands-on workshop</p>	<p>2.5 hrs</p>
<p>EXCEL 2016 FOR MACS: Pivot Tables in Excel 2016</p>	<p>A look at how Pivot Tables can be used to analyse and summarize data and saving you lots of time. Once the table is set up it can be changed in various ways to give you different summaries. Topics covered in this demonstration session include:</p> <ul style="list-style-type: none"> • Creating pivot tables • Rearranging pivot tables • Sorting, filtering, grouping data • Pivot charts 	<p>Hands-on workshop</p>	<p>1.5 hrs</p>

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Web Tools and Miscellaneous

Course Title	Course Description	Delivery	Length
<p>INFOGRAPHICS: DIY Infographics – using free online tools</p>	<p>An Infographic is a graphic representation of information or data, designed to make complex data easier to understand and absorb or to convey a message at a glance. High visual content is faster to process and more eye catching than text based content. Infographics are useful for educators and researchers and can commonly be seen in publications, posters, web articles, social media and news reports.</p> <p>Many free online tools are available which enable you to quickly create your own impressive infographics. Design skills are not necessary as most tools provide you with a good range of templates and graphic elements to select from. If you have little or no design skills and lack a budget to hire a professional designer these tools will give you the opportunity to immediately get started on creating and sharing your first infographics.</p> <p>Examples of popular tools include: Venngage, Piktochart, Easel.ly, Visme, Infogr.am, Vizualize.me, Zanifesto, Genial.ly, Canva, Timeline, InFoto Free. This demonstration session will cover:</p> <ul style="list-style-type: none"> • A brief look at the what, when and why of Infographics • A look at some examples • An overview of the following three popular Infographic creation tools: Easel.ly, Piktochart, Venngage (all free online tools) • Tips on creating infographics <p>OPTIONAL HANDS-ON WORKSHOP: This demo session will be immediately followed by an optional hands-on workshop for anyone who wishes to stay on and have a go at one of the tools demonstrated. The training room has been booked for an extra 40 minutes.</p> <p>TRAINING IN INFOGRAPHIC DESIGN SKILLS: Anyone interested in developing design skills for infographics or wishing to create infographics with Adobe Illustrator may wish to work through some of the excellent online video-based Lynda.com courses currently available to all UCL staff and students. Log in to Lynda.com (see https://www.ucl.ac.uk/lynda) and search for Infographics.</p>	<p>Mini demo session (followed by optional workshop)</p>	<p>50 mins demo (optional extra 40 minutes workshop)</p>

<p>INFOGRAPHICS: Piktochart (workshop no. 1)</p>	<p>This workshop follows on from the Infographics demo session. Although useful, it is not essential for you to have attended the previous session.</p> <p>This workshop will give you the opportunity to create an infographic using the Piktochart free DIY infographics online tool.</p> <p>Topics covered will include :</p> <ul style="list-style-type: none"> • Piktochart templates • Using Piktochart features • Working with images, charts and maps • Working with blocks and backgrounds • Sharing and downloading • A look at examples of different types of Infographics • Tips on designing infographics to get you started 	<p>Hands-on workshop</p>	<p>1.5 hrs</p>
<p>INFOGRAPHICS: Visme (workshop no. 2)</p>	<p>This workshop follows on from the Infographics demo session. Although useful, it is not essential for you to have attended the previous session.</p> <p>This workshop will give you the opportunity to create an infographic using the Visme free DIY infographics online tool.</p> <p>Topics covered will include :</p> <ul style="list-style-type: none"> • Visme templates • Using Visme features • Working with images, charts, maps and data widgets • Working with backgrounds • Sharing and downloading • A look at examples of different types of Infographics • Tips on designing infographics to get you started 	<p>Hands-on workshop</p>	<p>1.5 hrs</p>

<p>INFOGRAPHICS: Venngage (workshop no. 3)</p>	<p>This workshop follows on from the Infographics demo session. Although useful, it is not essential for you to have attended the previous session.</p> <p>This workshop will give you the opportunity to create an infographic using the Venngage free DIY infographics online tool.</p> <p>Topics covered will include :</p> <ul style="list-style-type: none"> • Venngage templates • Using Venngage features • Working with images, charts, pictograms and bubble maps • Working with backgrounds • Sharing and downloading • A look at examples of different types of Infographics • Tips on designing infographics to get you started 	<p>Hands-on workshop</p>	<p>1.5 hrs</p>
<p>LIVE POLLING: Free live polling and Q&A tools for presenting/teaching</p>	<p>Calling all presenters, researchers and teachers... learn how you can engage your audience/students with live polls, collate and moderate questions from the audience, let the audience vote up their favourite questions, share results via social media, create reports or infographics, embed polls into PowerPoint presentations and more. Much of this functionality is offered by numerous free online polling tools. No need for voting pods or any special equipment as mobiles and other devices can be used to cast votes or type questions.</p> <p>This session will demonstrate the use of a few of the popular free live polling tools available. You will get a taste and overview of each tool with enough information to get you started on creating your own polls. We will look at:</p> <ul style="list-style-type: none"> • Sli.do (very simple to use and yet provides a very professional look and feel) • Poll Everywhere (wide range of poll question types available, you can use graphics and hotspots for answers) • Kahoot (Game-based quizzes) <p>Examples of other tools available include: Direct Poll, Participoll for PowerPoint, Mentimeter, Glisser, Wedgies, Socrative, Voxvote.com, Polldaddy, Poll maker, Pola</p> <p>OPTIONAL VOTING PARTICIPATION: If you wish to participate in the polling fun do bring along your mobile phone or other device.</p> <p>OPTIONAL HANDS-ON WORKSHOP: This demo session will be immediately followed by an optional hands-on workshop for anyone who wishes to stay on and have a go at one of the tools demonstrated.</p>	<p>Mini demo session (followed by optional workshop)</p>	<p>50 mins demo (optional extra 40 minutes workshop)</p>

<p>LYNDA.COM: Online video based training resource - workshop</p>	<p>This workshop gives you an opportunity to try out the fabulous free online training resource, Lynda.com, which is available to all UCL staff and students.</p> <p>Lynda.com offers 3000+ video based online training courses which cover: software applications, technical skills, coding, creative techniques, management and personal skills etc. It has many very polished features such as bookmarking, note taking, playlists, playback speed, navigation controls, exercise files etc, New courses are being added weekly.</p> <p>The session will guide you through logging in, searching and browsing the video library, navigating around the controls, bookmarks, notes, playlists and certificates.</p> <p>For more information and access to the Lynda.com login screen for UCL users see https://www.ucl.ac.uk/lynda</p>	<p>Hands-on workshop</p>	<p>1 hr</p>
<p>SCREENCASTING: Create your own instructional videos - workshop</p>	<p>You can use screen casting tools to create instructional videos to help you remember how to do something in the future or to share techniques with others. You can record what is on your computer screen with a voiceover, or record yourself via your computer webcam, or both. You can use screencasts and webcam videos to help your students understand your Moodle course design or take a tour around other websites and digital tools. Videos can be saved to a local drive or upload to a cloud account or even YouTube for sharing.</p> <p>In this workshop you will have the opportunity to:</p> <ul style="list-style-type: none"> • Create you own instructional videos using Screencast-o-matic and/or Jing. (Both tools are free to download) • Explore storage possibilities - local drive/cloud • Learn how to manage your videos on a cloud account and share with others • Discover tips for planning/making recordings • Stay for an optional extra half hour demo/workshop on editing and managing videos in YouTube 	<p>Hands-on workshop</p>	<p>1.5 hrs</p>
<p>VIDEO EDITING: iMovie on an iPad and Mac desktop</p>	<p>Explore the 'iMovie' app on an iPad as well as 'iMovie' on Mac desktop. During the session we will film and edit video taken on an iPad. We will find out how to use iMovie on both iPad and Mac desktop to edit the footage, add transitions and titles as well as incorporate sound and then export the final movie. If you miss the session you can access a 'Lynda.com' training video on iMovie using your UCL computer username and password. https://www.lynda.com/iMovie-tutorials/iMovie-1002-Essential-Training/159634-2.html</p>	<p>Hands-on workshop</p>	<p>1 hr</p>
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Word Processing Software

Course Title	Course Description	Delivery	Length
WORD 2016 for Windows: Cross references, captions, & table of figures	<p>This session looks at a few time-saving advanced features which you may wish to use to add finishing touches to your long documents.</p> <ul style="list-style-type: none"> • Cross referencing to headings, pages, blocks of text, bookmarks, charts, tables etc. • Adding captions to tables, charts, graphics • Creating a table of figures (and for tables, graphs etc.) <p>COURSE PREREQUISITE: Prior knowledge of styles and bookmarks is useful but not essential</p>	Hands-on workshop	1.5 hrs
WORD 2016 for Windows: Long documents in Word part 1	<p>The skills taught in this course introduce you to working with long documents or writing reports in Word 2013. Topics covered include:</p> <ul style="list-style-type: none"> • Page setup • Line numbering • Footnotes and Endnotes • Sorting text • Line spacing • Spacing before and after paragraphs • GoTo • Find and Replace • Search for text, heading and more via the Navigation Pane • Customizing the Quick Access Toolbar • Bookmarks • Word count • Repeat command • AutoCorrect options 	Hands-on workshop	2.5 hrs
WORD 2016 for Windows: Styles and Tables of Contents	<p>A style is a collection of formatting features rolled into one command. Styles make the task of formatting headings of long documents much easier and more efficient. Once styles are applied to headings in a document they can be used with other advanced features, such as in the creation of table of contents and numbered headings, with the navigation pane, and they allow you to collapse and expand chapters.</p> <p>This session will focus on the use of Word's inbuilt styles, (particularly the Heading 1, Heading 2 etc. series) and the creation of table of contents. Topics covered include:</p> <ul style="list-style-type: none"> • Different methods for applying inbuilt styles Heading 1, Heading 2, etc. • Modifying styles • Creating a table of contents • Setting up documents with numbered headings • Styles and the navigation pane (navigating and restructuring order of chapters) • Collapsing and expanding chapters 	Hands-on workshop	1.25 hrs

<p>WORD: Styles and tables of contents - essential skills for working with long documents</p>	<p>Have you spent hours formatting document headings and manually creating and updating a table of content? Find out how to use styles to format your headings and how to create an automated table of contents which can be updated in seconds.</p> <p>Note, this demonstration will be presented using Word 2016 for Windows</p>	<p>Mini demo session</p>	<p>30 mins</p>
<p>WORD: Using section breaks to control different areas of your document - workshop</p>	<p>Have you ever had to change only one page in your document to landscape orientation, set up a different header for each chapter, leave the first few pages unnumbered with no footer, or number the pages of your appendix from 1 with different formatting? Find out how to achieve all these things with the help of section breaks.</p> <p>Note, this is a hands-on session using Word 2016 for Windows</p>	<p>Hands-on workshop</p>	<p>45 mins</p>
<p>WORD: Word tips and tricks</p>	<p>30+ quick tips, tricks and shortcuts to make your word processing work easier and more efficient when using Word (any version). There will be something here for everyone. Tips covered include a look at:</p> <ul style="list-style-type: none"> • 10+ ways to select text • the repeat command (helps with formatting) • inserting various horizontal lines • tips for cutting out scrolling • hiding (collapsing) text for a chapter • the use of the navigation pane • keyboard shortcuts, e.g. line spacing, alignment • formatting headings using styles • creating and managing a table of contents in seconds • bookmarking files with a pushpin • synonyms shortcut • adding your favourite commands to the quick access toolbar • cycling through all open Word files <p>Note, this demonstration will be presented using Word 2016 for Windows</p>	<p>Mini demo session</p>	<p>45 mins</p>

<p>WORD 2016 FOR MACS: Long documents in Word - part 1</p>	<p>The skills taught in this course introduce you to working with long documents or writing reports using Word 2016. Topics covered will include most of the following:</p> <ul style="list-style-type: none"> • Tips and Tricks / shortcuts • Page setup • Repeat command • Line spacing • Spacing before and after paragraphs • Sorting text • Footnotes and Endnotes • GoTo • Find and Replace • Bookmarks • Repeat command • AutoCorrect options • SmartArt graphics <p>NOTE: Anyone who has their own laptop is welcome to bring it along with them to the session</p>	<p>Hands-on workshop</p>	<p>2.5 hrs</p>
<p>WORD 2016 FOR MACS: Styles and tables of content</p>	<p>A style is a collection of formatting features rolled into one command. Styles make formatting headings of long documents a much easier and quicker task. This session will look at the basic features of styles and concentrate on Word's inbuilt styles, particularly the styles used to format headings (Heading 1, Heading 2 etc.)</p> <p>The session will then look at the creation of automated tables of contents based on the use of styles. Topics covered include:</p> <ul style="list-style-type: none"> • Applying inbuilt styles Heading 1, Heading 2, etc. • Modifying styles • Creating a table of contents • Setting up documents with numbered headings • Creating your own styles <p>NOTE: Anyone who has their own laptop is welcome to bring it along with them to the session.</p>	<p>Hands-on workshop</p>	<p>1.25 hrs</p>
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