

# I-Commons @ CTC Workshops

Drop-In Sessions Sponsored by the *CTC Information Commons*

## Winter Quarter 2010 Schedule

### **Passwords are Power** Thurs. Jan 7, 9-10, CTC 207

Get off to a good start by setting up your user name and password for logging on to school computers, logging on to BlackBoard and setting up student email.

### **Where's My File and Why Won't It Open?** Wed. Jan 13, 9-10 am, CTC 207

Before you start collecting information for your classes, learn some tricks and tips for naming and managing your files and file types using flash drives and handy free online storage tools.

### **Microsoft Word: Critical Settings for Research Papers** Mon. Jan 18, 12-1 pm, CTC 207

Who knows why Microsoft hid the ruler, but you'll need it to set those 1" margins on your English paper! We'll also look at other features and settings to make your paper meet MLA and APA ready.

### **The Whole e-Book and Nothing but the e-Book** Tues. Jan 26, 11 am -12 pm, CTC 207

Learn how to access and manage the thousands of full-text books available to you online through Google Books and library databases.

### **The Right Tool for the Right Job: Finding Articles in Magazines, Journals and Newspapers** Mon. Feb 1, 10-11 am, CTC 207

Stop sorting through millions of web sites to find articles. In this session you'll learn about using ProQuest, EbscoHost and Google Scholar to search more efficiently and effectively.

### **Making Google Dance: Tips and Tricks for Better Results** Tues. Feb 9, 9-10 am, CTC 207

Learn about Google advanced searching tools for focusing your web site searches.

### **Citing Sources: Writing and Fine-Tuning Citations** Wed. Feb 17, 12-1 pm, CTC 207

Learn how to put your sources in proper format using MLA and APA.

### **Jing! Screen Capture Software** Thurs. Feb 25, 12-1 pm, CTC 207

Give your PowerPoint or other project that special zing with images and video screen captures using Jing, free, easy-to-use software.

Location: CTC 207

Everyone is Welcome

Free! No Registration— Just drop in!

More information: Contact Kitty Mackey, Reference & Instruction Librarian  
[kmackey@clark.edu](mailto:kmackey@clark.edu), 992-6113, CTC I-Commons, Room 219.