

Library and IT Lunch and Learns Spring 2019 Schedule

All Lunch and Learns are held from **12:00 – 1:00 p.m.** in the **Bears Den** unless otherwise noted. **Each Lunch and Learn will have a sign-up sheet in Wismer for a free lunch.**

Tech Showcase

Thursday, January 17

Library and IT staff will present their favorite tech tools, which include but are not limited to the following:

- Google cardboard and virtual reality apps
- PowerPoint recording
- Solstice wireless presentation software
- GoToMeeting virtual meeting software
- Microsoft Teams virtual chat and collaboration software
- OneDrive file storage and collaboration software
- Snipping tool

Time will be devoted at the end for staff to ask presenters individual questions and to get hands-on experience using the software.

Intro to Information Literacy: Finding Reputable Resources Online

Friday, February 1

Learn the importance of being an information literate person, how to find reputable resources online, and how to make informed decisions about the kinds of news and web sources you consult.

Searching our New Integrated Library System

Friday, February 15

Discover what you can see on “OCLC Worldcat Discovery”, the new library system of Library and IT! Features about the new integrated library system will be explored in this session, along with search strategies and tips to help you find books, DVDs, and online resources available at Ursinus and beyond!

Microsoft Tips and Tricks

Friday, March 1

Learn tips and tricks for using Microsoft products, including but not limited to the following:

- Changing default settings
- Format painter
- PowerPoint animations and triggers
- PowerPoint annotations
- Mail merge
- Sending calendar invites as emails

Picture Editing

Friday, March 15

Learn how to perform basic photo editing within Windows applications and free alternatives to Photoshop.

Excel Tips and Tricks

Friday, March 29

Learn shortcuts and strategies for using Excel, including but not limited to using formulas, functions, macros, conditional formatting, and creating charts and graphs.

Universal Design: Best Practices for Creating Accessible Media

Monday, April 8 in Faculty/Staff Dining Room

Learn what universal design is, why it's important, and how you can use universal design principles to ensure your emails, presentations, and web content are accessible.

Staying Out of Trouble: Copyright and Fair Use

Friday, April 26 in Faculty/Staff Dining Room

Can I use that image I found online in my PowerPoint presentation? How about on my department website? Can I show a Netflix video in my class? Where can I find public domain images and music? See how much you know about copyright and fair use policies in this interactive polling session.

Leveraging Virtual Meeting and Chat Software

Friday, May 10

Learn how to leverage virtual meeting and chat software to save time, increase productivity, have fewer meetings, and to collaborate with others over long distances.