

Publishing on the Internet (and elsewhere) using Word, Excel, Powerpoint and Photoshop for Health Professionals

This course is a whirlwind tour of all the major software elements that a health professional (researcher/teacher/clinician) needs in order to handle the day to day computer aspects of his/her profession. Participants will see how to use Microsoft Word to take into account the technical part of the guidelines of the sort that many medical journals require concerning file format, text formatting, image format, finding, fixing and including images into their document according to publishers' needs. We'll see some of the solutions that target the problem of managing notes and references (e.g., citing internet urls and phone conversations and keeping them up-to-date). As with all of the software pieces discussed here, participants should already have a working understanding of Microsoft Word (how to open, edit and save documents) but we'll cover some of the issues that creep up and hamper productivity (e.g., how to open documents of an older format of Word, or how to share documents between a PC and a Macintosh) and can cause a few headaches for the ill-prepared. We'll see how to move text between Word, PDF, Internet web pages, and Powerpoint formats and how to share these documents with your friends and colleagues.

More specifically to Powerpoint, the course introduces the participants to going one step further to creating presentations. We'll take that next step and see how to ideally format and include images so that your presentations remain small and transportable, other tricks to reduce your file size, how to include animations and videos including flash format, QuickTime, wmv and avi, how to easily convert the presentation into a web page or PDF file and other tricks and techniques. We'll see how to avoid font problems and other traps that can cause cross-platform display errors. You will see how to use templates (and where to find other ones) and how to use sound files. You'll learn how to use speaker notes (e.g., showing them on your laptop while only showing slides on the projector). We'll even cover some of the security issues such as password-protecting your presentations plus how to share Powerpoint presentations with friends who don't have the software.

After moving quickly through the specifics of Word, and Powerpoint we'll delve into Microsoft Excel. We'll take a few minutes to see how to set up rows and columns and then spend more time on how to transform those into graphics such as pie-graphs, bar-graphs, scatter-graphs, 2-axis graphs, and more. You'll learn how to import and export your data and graphics and even how to automatically connect your Excel spreadsheets to external data such as databases or web-pages. For your data manipulation needs you'll learn how to make basic calculations on your data.

Everyone uses email. But there are some needs with practical solutions that aren't immediately obvious. We'll see, for example, how to transmit large (100megabyte or larger) files to your colleagues, how to send information while preserving confidentiality, how to share mail accounts between multiple computers, some ideas to cut-down on spam and automatic filtering & filing.

In summary, this is a multi-subject overview course that will allow you to go 'just a bit deeper' into the basic understanding of most of the software that you are already using but which isn't exactly letting you do what you want in the way you want it. Participants are more than welcome to preemptively email their specific problems to the course teacher so that they are integrated into the course as practical examples.

Duration of the course: 1 day

Information:

- e-mail to info@gfmer.org