

Computer and Information Services Newsletter

Information Services

Special Short Course Edition

Winter 1992

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Special Short Course Edition

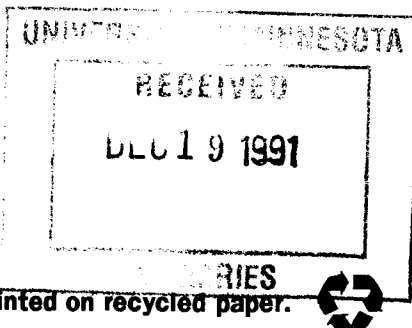
Training Overview

Computer and Information Services offers you many ways to learn how to use the computers and software it supports.

Throughout the year we offer many short, non-credit courses and seminars. Our winter term courses are listed beginning on page 147 in this newsletter.

You will find on-line documentation on all the central system computers. Microcomputer software also frequently comes with on-line documentation or help. How you display information on your computer screen depends on the computer system you are using.

We also offer phone-in and walk-in consulting. The phone number and locations for these services are listed on page 159. When you talk to a consultant, have as much relevant information as possible handy, such as copies of your documents and output. This kind of information will help the consultant assist you. Consultants can answer questions, demonstrate software and hardware, and make recommendations. Consultants will not write programs for you.



Printed on recycled paper.



Computer Courses: Call 625-1300 for More Information

Registration

Registration for winter session short courses begins *Thursday, December 19*.

Registration for the microcomputer, central systems, general, and network courses listed on the following pages is handled by Computer and Information Services. You can register in person at the Computer and Information Services office in room 132 Shepherd Labs, Monday through Friday, 8:00 am to 4:00 pm or by mail. Fees must accompany your registration.

Registration Deadline

Classes are filled in the order registration is received. The deadline for registration is 4:00 pm on the working day before the class begins. For additional registration information, call 625-1300.

Fees

Fees must accompany your registration. You can pay fees with cash, check, or a University Intra-Institutional Voucher.

In the course descriptions, fees are shown in ascending order and apply to the following three groups:

1. University students
2. University faculty and staff
3. Others

The fee for central systems classes covers some of the costs for class materials.

Intra-Institutional Voucher (IV) Payments

The IV replaces the Journal Voucher. If you pay by Intra-Institutional Voucher (IV), *credit* this Computer and Information Services account:

Area	Org	Sub Org	Rev Src	Sub Rev
357	2000	05	4410	20

The *debit* account must use Object 7400 and Sub Object code 20. Please include a name and phone number so we can call you if we have questions on the IV.

Departments *must* send or bring the IV to our office in 132 Shepherd Lab for registration. We will *not* accept on-line vouchers. IVs sent to the wrong location or on-line will not be registered, and we do not accept photocopies of IVs.

Registration by Mail

Campus mail users should send fees and registration materials to:

Short Course Registration
Computer and Information Services
132 Shepherd Labs

U. S. Postal Service users should send fees and registration materials to:

Short Course Registration
Computer and Information Services
University of Minnesota
132 Shepherd Labs
100 Union Street SE
Minneapolis, MN 55455-0421

Cancellations and Refunds

If you cannot attend a class, call 625-1300 to arrange a refund. We need to hear from you so that we can contact people on our waiting lists. You can cancel by mail or by phone.

If you want a refund, we must receive your cancellation notice two working days before the beginning of a class. If we must cancel a class, we will refund your registration fee in full.

Prerequisites

Look for these symbols:

① ② ③

These symbols alert you to prerequisites for the classes you want to attend.

Please note: Instructors will not slow down classes to accommodate students who have not mastered the stated prerequisites.

Other Training Resources

Computer and Information Services owns over 100 training packages for many popular microcomputer software programs. These training packages are available to University of Minnesota departments and current employees and students. There is no fee for using these packages, and you may check them out for 48 hours.

Unless you use our Self-Paced Training Centers (see page 156) to use these materials, you must supply your own equipment and software.

To reserve or check out materials, phone 625-1300 or stop in room 132 Shepherd Labs.

General, Network, and Communications Courses

● No hands-on unless otherwise noted. Limited enrollment.

The following courses introduce you to University computer facilities as well as the campus network and electronic mail on the different systems. Several courses on communications by telephone and modem are also offered.

Computing on Campus

This 2-hour class is for the beginners. It covers central systems and micro-computer basic terms and concepts. Descriptions of University computer organizations, services, and facilities are included.

Computing on Campus is taught once.

□ Jan. 8 from 2:30 to 4:30 pm.

Fees \$0/\$0/na.

Orientation for Campus Network Users

This 2-hour *hands-on* class is for the novice network user who wants to learn how to use the campus network. We will cover some of the basics of accessing the campus network, such as using network programs for terminal emulation (Telnet, tn3270) and file transfer (FTP), as well as a demonstration of POPmail electronic-mail software.

To get a free copy of the NCSA Telnet, tn3270, and POPmail programs, attendees should bring six disks to class. The disks should be formatted or initialized.

Please note: this class *does not include* information on using modems.

Orientation for Campus Network Users using *IBM-PCs* is offered twice.

□ Feb. 13 from 2 to 4 pm.

□ Mar. 13 from 2 to 4 pm.

● Prerequisite for the IBM-PC hands-on class is mastery of *Introduction to DOS*.

Fees \$0/0/na.

Orientation for Campus Network Users using *Macs* is offered twice.

□ Jan. 13 from 2 to 4 pm.

□ Feb. 24 from 2 to 4 pm.

● Prerequisite for the Macintosh hands-on class is mastery of *Mac Fundamentals*.

Fees \$0/0/na.

Designing Local Area Networks

This 2.5-hour overview discusses how to construct local area networks, link microcomputers and workstations, and use LANs for file and printer sharing. The overview covers AppleTalk, Novell, Ethernet, and Token Ring networks as well as linking departmental LANs to the campus-wide network.

Designing Local Area Networks is offered once.

□ Feb. 19 from 1:30 to 4 pm.

Fees \$0/0/na.

Introduction to Novell Netware

This 2-hour presentation provides an overview of the Novell Netware networking software. In this class we will discuss the organization and operation of the Novell network system. This course is intended for new users and does not cover installation specifics.

Introduction to Novell Netware is offered once.

□ Jan. 31 from 2 to 4 pm.

Fees \$0/0/na.

New ► Computing by Telephone: Using Modems and Personal Computers

In this 1 hour class you will learn the basics of modem communication. Using ProComm and TinCan, you will also learn how to connect and use a modem with a personal computer.

Computing by Telephone: Using Modems and Personal Computers is offered once.

□ March 12 from 11:00 to noon.

Fees \$0/0/na.

New ► Electronic Mail Using POPmail

This 1.5 hour *hands-on* class will introduce you to the major academic electronic mail systems (the Internet and BITNET) and how you can access e-mail. Using the POPmail e-mail program, you will learn how to create, send, and receive messages, understand the internet and BITNET addressing structure, and how to set up POPmail on your departmental computer to use e-mail.

Electronic Mail Using POPmail for the *Macintosh* is offered once.

□ Feb. 27 from 1:30 to 3:00 pm.

● Prerequisite for the Macintosh hands-on class is mastery of *Mac Fundamentals*.

Fees \$0/0/na.

Electronic Mail Using POPmail for the *IBM-PC* is offered once.

□ Feb. 28 from 1:30 to 3:00 pm.

● Prerequisite for the IBM-PC hands-on class is mastery of *Introduction to DOS*.

Fees \$0/0/na.

VAX/VMS Electronic Mail

Introduction to central system electronic mail at the University, with emphasis on VAX/VMS system. Basic functions, special features, addresses.

VAX/VMS Electronic Mail is offered once.

- Feb. 4 from 2:30 to 4:30 pm.
Fees \$5/5/25.

Electronic Mail on NOS/VE

Using the E-mail system (MAIL V2) on NOS/VE to send and receive mail, transfer microcomputer files, and use bulletin boards and networks.

- Prerequisite: knowledge of connecting to NOS/VE

Electronic Mail on NOS/VE is offered three times.

- Jan. 22 from 10 am to noon.
 - Feb. 20 from 2 to 4 pm.
 - Mar. 17 from 10 am to noon.
- Fees: \$5/5/25.

CMS Electronic Mail

Using PROFs and Mailer to correspond with other computer users locally and worldwide, via electronic mail to BITNET and Internet sites.

CMS Electronic Mail is offered once.

- Jan. 16 from 9:30 to 11:30 am.
Fees \$5/5/25.

CMS Internet Overview

Using the CMS system to log on and transfer files to/from other computers and access information sources worldwide on the Internet.

CMS Internet Overview is offered once.

- Feb. 5 from 10 to 11:30 am.
Fees \$5/5/25.

TinCan

This 1-hour class is a demonstration of the TinCan terminal emulation package, as used with the CMS central system operating system. TinCan allows you to connect your Macintosh to University central systems and to external information systems.

TinCan is offered once.

- Jan. 31 from 10:30 to 11:30 am.
Fees \$0/0/0.

YTERM

This 1-hour class is a demonstration of the YTERM terminal emulation package, as used with the CMS central system operating system. YTERM allows you to connect your IBM PC to University central systems and to external information systems.

YTERM is offered once.

- Jan. 29 from 10:30 to 11:30 am.
Fees \$0/0/0.

Central System Courses

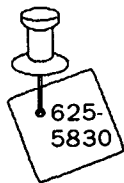
These courses cover information related to the VAX, UNIX, CYBER, and IBM mainframes.

- **No-hands-on unless specified.**
Limited enrollment.

These classes teach the operating systems and software on large central system computers that are used by many people simultaneously for administrative or research projects.

To access these central systems, you must have an account. For the accounting offices phone numbers see *Central System Accounts* on page 159. The fee for these classes covers some of the costs of class materials.

Special

CYBER Conversion Strategy Sessions

The CYBER 180-825 is scheduled for removal on June 30, 1992.

Many people have started to convert various Statistics applications, FORTRAN programs, and Magnetic Tape storage mediums to newer systems.

The time to start planning a strategy is now. To help you plan your conversion, there will be bag lunch sessions at Nicholson Hall. Computer and Information Services staff will be available to answer any questions you may have. To find out the dates and times, call 625-5830.

Operating Systems

Changed ► UNIX Orientation

A *hands-on*, beginning look at the UNIX operating system: structure, commands, and utilities.

UNIX Orientation is offered once.

- Feb. 25, 26 from 1:30 to 4:00 pm.
Fees \$5/5/25.

vi Editing

Editing files in UNIX in line mode (ex), or screen mode (vi): commands and setup.

- Prerequisite: knowledge of UNIX

vi Editing is offered once.

- Mar. 6 from 1:30 to 4:00 pm.
Fees \$5/5/25.

Introduction to VAX/VMS

An extensive introduction to the VAX/VMS operating system, including files and directories, Help and ListDoc, editing, DCL commands, and procedures.

Introduction to VAX/VMS is taught over four days and is offered once.

- Jan. 14, 16, 21, 23 from 2:30 to 4:30 pm.
Fees \$5/5/25.

Introduction to NOS/VE

Connecting to NOS/VE, entering commands, managing files, obtaining output, file transfers, and on-line help.

Introduction to NOS/VE is offered three times.

- Jan. 14 from 2 to 4 pm.
- Feb. 12 from 10 am to noon.
- Mar. 12 from 2 to 4 pm.
Fees \$5/5/25.

NOS/VE Full Screen Editor

Creating and editing NOS/VE files, expanded on-line help for each function, and customized functions,

- Prerequisite: knowledge of NOS/VE operating system

NOS/VE Full Screen Editor is offered three times.

- Jan. 28 from 10 am to noon.
- Feb. 26 from 2 to 4 pm.
- Mar. 26 from 10 am to noon.
Fees \$5/5/25.

CMS Introduction

Hands-on training in CMS, the operating system on the IBM mainframes.

CMS Introduction is taught over two days and is offered once.

- Jan. 13, 15 from 9 to 11:30 am.
Fees \$5/5/25.

CMS BATCH

Why, when, and how to submit programs to BATCH.

- Prerequisite: knowledge of CMS operating system

CMS BATCH is taught once.

- Jan. 24 from 9:30 to 11:30 am.
Fees \$5/5/25.

CMS Tapes

CMS utilities for tape use and management.

- Prerequisite: knowledge of CMS operating system

CMS Tapes is taught once.

- Jan. 30 from 9:30 to 11:30 am.
Fees \$5/5/25.

CMS Utilities

CMS utilities for system enhancement, password and disk space management.

- Prerequisite: knowledge of CMS operating system

CMS Utilities is taught once.

- Feb. 3 from 9:30 to 11:30 am.
Fees \$5/5/25.

Other

NOMAD2

Demonstration of NOMAD2, a database management system on the CMS operating system. NOMAD2 is a fourth generation language used for data management and retrieval, application programming, report writing, and graphics.

NOMAD2 is offered once.

- Feb. 7 from 9:30 to 11:30 am.
Fees \$5/5/25.

PROFS Calendars

Viewing, maintaining, and changing your electronic calendar on the CMS operating system.

PROFS Calendars is offered once.

- Feb. 6 from 10:30 to 11:30 am.
Fees \$5/5/25.

More Central System Classes

Also see *Statistics and Graphics Courses* and *General, Network, and Communications Courses* for more central system classes.

Statistics and Graphics Courses

● No hands-on. Limited enrollment.

Computer and Information Services supports several statistics packages on the central systems and micro-computers. The following are courses taught on these statistics packages.

Using SPSS

How to use the Statistical Package for the Social Sciences (SPSS).

- ① Prerequisite: knowledge of operating system you plan to use, i.e., CMS, NOS/VE, UNIX, VMS, or microcomputer.

Using SPSS is taught over three days and is offered once.

- Feb. 10, 12, 14 from 1:30 to 3:30 pm.
- Fees \$5/5/25.

PicSure

Using PicSure to create bar charts, scattergrams, line charts, pie charts, and combinations. Demonstrated on the NOS/VE operating system. *Please note:* enrollment is limited to 6.

PicSure is offered once.

- Jan. 16 from 2 to 4:30 pm.
- Fees \$5/5/25.

SAS/Base

The essentials of the SAS statistical package for data analysis, storage and retrieval, report writing, graphics, and more.

- ① Prerequisite: knowledge of operating system you plan to use, i.e., CMS, MVS, UNIX, VMS, NOS/VE, DOS, or OS/2.

SAS Base is taught over two days and is offered once.

- Jan. 21 and 23 from 9:30 to 11:30 am.
- Fees \$5/5/25.

For instructions on running SAS on a particular system, sign up for for one of these classes:

- SAS on CMS/VM*,
- SAS on the VAX*, or
- SAS on the PC*.

These classes' costs are included in the fee for the *SAS/Base* class.

SAS on CMS/VM

Demonstration of running SAS on the CMS/VM system.

- ① Prerequisite: knowledge of SAS/Base or equivalent

SAS on the CMS/VM is taught once.

- Jan. 22 from 10:00 to 11:30 am.

SAS on the VAX

Using the SAS Statistics software on the VAX/VMS.

- ① Prerequisite: knowledge of SAS/Base or equivalent

SAS on the VAX is offered once.

- Jan. 22 from 2:30 to 4:30 pm.

SAS on the PC

Discussion of features specific to the IBM-PC version on SAS.

- ① Prerequisite: knowledge of SAS/Base or equivalent

SAS on the PC is taught once.

- Jan. 22 from 2 to 4 pm.

SAS/Stat

The statistical analysis features of SAS, such as correlation, regression, and analysis of variance.

- ① Prerequisite: knowledge of operating system you plan to use, i.e., CMS, MVS, UNIX, VMS, NOS/VE, DOS, or OS/2.
- ② Prerequisite: knowledge of SAS/Base or equivalent

SAS Stat is taught once.

- Jan. 28 from 9:30 to 11:30 am.
- Fees \$5/5/25.

SAS/GRAPH

Exploring SAS graphics for presentation of data as plots, charts, maps, contour plots, and so on.

- ① Prerequisite: knowledge of operating system you plan to use, i.e., CMS, NOS/VE, UNIX, VMS, or microcomputer.

SAS/GRAPH is offered once.

- Feb. 4 from 9:30 to 11:30 am.
- Fees \$5/5/25.

Microcomputer Courses

IBM Courses

- **Hands-on.**
Limited enrollment.

Introduction to DOS

This 6-hour class is for new users of PC/MS-DOS versions 3 or above. Mastery of the skills covered in this class is a prerequisite for all our other IBM classes.

In this class you will be introduced to four basic hardware components: the central processing unit, memory, input/output, and auxiliary storage. You will learn how DOS, your disk operating system software, manages these hardware components and allows you to interact directly with your computer.

You will learn DOS commands that enable you to

- prepare a floppy disk for use
- name a disk
- create text files
- name and organize files according to file type
- copy files from one disk to another and
- set the date and time in your computer's system clock.

You will learn how to use DOS commands to move between your floppy drive and hard drive. You will

- organize the files on a disk by creating subdirectories
- create nested subdirectories
- move from one subdirectory to another
- remove subdirectories
- display your subdirectories on the screen and
- copy this information to a file that can be printed out.

Finally, you will learn to create a basic batch file, a file that will automatically execute a group of DOS commands.

Introduction to DOS is taught over three days and is offered four times:

- ☐ Jan. 14, 15, 16 from 2 to 4 pm.
 - ☐ Jan. 28, 29, 30 from 2 to 4 pm.
 - ☐ Feb. 12, 13, 14 from 10 am to noon.
 - ☐ Mar. 2, 3, 4 from 2 to 4 pm.
- Fees \$40/60/90.

Introduction to Microsoft Windows 3.0

This 2.5-hour class is an overview of Windows 3.0. In this class you will get a taste of using scroll bars, icons and other features of a graphical environment, such as using a mouse to select and enter information. You will manipulate files, work with single and multiple Windows' applications, and transfer data between applications.

- ① Prerequisite: mastery of *Introduction to DOS*.

Introduction to Microsoft Windows is offered twice.

- ☐ Jan. 9 from 1:30 to 4 pm.
 - ☐ Feb. 18 from 1:30 to 4 pm.
- Fees *\$23/23/43.

* *Fee and Workbook Notice:* The fee for the *Introduction to Microsoft Windows* class includes the cost of a workbook that is required for this class. You must pick up the workbook when you register.

Introduction to Paradox

This 7.5-hour course covers the basic concepts of database management. The course covers only interactive commands. You will create several databases and learn how to enter, modify, and retrieve data.

- ① Prerequisite: mastery of *Introduction to DOS*.

Introduction to Paradox is taught over three days and is offered once.

- ☐ Mar. 10, 11, 12 from 1:30 to 4 pm.
- Fees \$40/70/95.

Excel 3.0 for Windows

In this 5-hour course you will set up several spreadsheets which you will format. You will build formulas and use Excel's functions as well as absolute and relative addressing. You will also create charts.

- ① Prerequisite: mastery of *Introduction to DOS*.
- ② Prerequisite: mastery of *Introduction to Microsoft Windows*.

Introduction to Excel is taught over two days and is offered once.

- ☐ Feb. 20 and 21 from 1:30 to 4 pm.
- Fees \$40/50/85.

Beginning Lotus 1-2-3 version 2.2

This 5-hour course will familiarize users with basic Lotus spreadsheet concepts. You will be introduced to beginning commands by entering a sample spreadsheet. You will set up your own spreadsheet; enter data and formulas; use commands, functions, formats; print; and create several charts.

- ① Prerequisite: mastery of *Introduction to DOS*.

Beginning Lotus 1-2-3 is taught over two days and is offered twice.

- Jan. 22 and 23 from 1:30 to 4 pm.
 - Mar. 5 and 6 from 1:30 to 4 pm.
- Fees \$40/50/85.

Intermediate Lotus 1-2-3

This 5-hour course covers three advanced features: macros, database inquiries, and lookup tables.

- ① Prerequisite: mastery of *Introduction to DOS*.
- ② Prerequisite: mastery of skills covered in *Beginning Lotus 1-2-3*.

Intermediate Lotus 1-2-3 is taught over two days and is offered once.

- Feb. 18 and 19 from 9:30 am to noon.
- Fees \$40/50/85.

Introduction to WordPerfect 5.1

This 6-hour course is for new WordPerfect users. You will learn to create and edit files; use simple formatting commands, such as set margins, tabs, and page numbering; enhance text by using center, bold, and underline commands; manipulate blocks of text; and use the search-and-replace feature and the spelling checker.

- ① Prerequisite: mastery of *Introduction to DOS*.

Introduction to WordPerfect is taught over three days and is offered three times.

- Jan. 15, 16, 17 from 10 am to noon.
- Feb. 3, 4, 5 from 2 to 4 pm.
- Mar. 9, 10, 11 from 10 am to noon.

Fees* \$67/77/112.

- * *Fee and Workbook Notice:* The fee for the *Introduction to WordPerfect* class includes the cost of a workbook that is required for this class. You must pick up the workbook when you register.

Intermediate WordPerfect 5.1

This 2-hour class will include creating headers and footers; setting up multiple columns; and using fonts.

- ① Prerequisite: mastery of *Introduction to DOS*.
- ② Prerequisite: mastery of skills covered in *Introduction to WordPerfect*.

Intermediate WordPerfect is offered once.

- Feb. 27 from 2 to 4 pm.
- Fees \$20/30/50.

Using the Vacation and Sick Leave Program *

This 1.5-hour hands-on course is intended for University personnel who are responsible for tracking Civil Service Employees' use of leaves, such as vacation and sick leave. The course covers entering data, editing entries, generating reports, and converting files created with the AIS program.

Using the Vacation and Sick Leave Program for the IBM-PCs is offered once.

- Feb. 6 from 1:30 to 3:00 pm.
 - ① Prerequisite: mastery of *Introduction to DOS*.
 - ② Prerequisite: mastery of skills covered in *Introduction to Microsoft Windows 3.0*.
- Fees \$0/0/na.

- * The *Using the Vacation and Sick Leave Program* course does not cover Civil Service rules. These rules are covered in the *Civil Service Rules* handbook.

New ► Object Oriented Programming (OOP) using Borland's Turbo Pascal 6.0

In this 4-hour course you are presented with basics of OOP, a comparison between object-oriented programming and non-object-oriented programming: inheritance, encapsulation, virtual methods and polymorphism, early vs. late binding, and designing an OOP application. You are also introduced to Borland's Turbo Pascal, an overview of the integrated development environment, Borland's extensions to standard Pascal, TurboVision (Borland's Object Library), and debugging a TurboVision application.

- ① Prerequisite: A good working knowledge of standard Pascal, including file I/O and memory management. Some experience in programming microcomputers would be helpful but is not necessary.

Students should bring two 1.44 MB 3.5 inch floppies to class for copies of utilities and examples.

Object Oriented Programming using Borland's Turbo Pascal 6.0 is offered once.

- Mar. 4 and 5 from 10 am to noon.
- Fees \$10/30/60.

More IBM Classes

For more IBM classes see *Statistics and Graphics Courses* and *General, Networks, and Communications Courses*.

Mac Courses

- **Hands-on.**
Limited enrollment.

Macintosh Fundamentals

This 2.5-hour class is for new Macintosh users. Mastery of the skills covered in this class is a prerequisite for nearly all our other Macintosh classes.

In this class you will learn the four basic mouse skills: pointing, clicking, double clicking, and dragging. You will learn to work with the Macintosh's "desktop," the menu bar, and icons. By dragging or moving icons with the mouse you will learn how to rearrange the desktop.

You will learn how to

- select an icon and start up programs
- use "pull down" command menus with the mouse
- select commands to accomplish your work
- exit from the programs.

You will

- work in and manipulate a window
- learn how to use the Clipboard by mastering *Cut*, *Copy*, and *Paste* commands
- use a desk accessory, the Scrapbook.

You will learn how to work with documents

- create a new document
- retrieve existing documents
- put away the document you are working with
- name documents
- save documents and
- duplicate documents.

You will learn how to work with folders and move from one folder to another.

Finally, you will learn how to make those important backup copies of your work on floppy disks and how to use the Mac's *Shut Down* command before turning off your machine.

Macintosh Fundamentals is offered six times.

- Jan. 9 from 9:30 am to noon.
 - Jan. 14 from 9:30 am to noon.
 - Jan. 30 from 1:30 to 4 pm.
 - Feb. 11 from 9:30 to noon.
 - Feb. 28 from 9:30 to noon.
 - Mar. 10 from 9:30 to noon.
- Fees \$10/10/30.

System 7 for System 6 Users

This 2-hour class is for Macintosh users who are already familiar with System 6 and want a quick review of the changes and new features in System 7. We go over installing System 7, using Finder 7.0, installing Fonts, populating the Apple Menu, virtual memory, Macintosh File Sharing, Aliases, Balloon Help, and communication between applications. Common incompatibilities and features that require special care or attention are pointed out.

Introduction to System 7.0 is offered twice.

- Jan. 31 from 2 to 4 pm.
 - Feb. 18 from 2 to 4 pm.
- Fees \$10/10/30.

Mac Graphics Fundamentals

This class is useful for anyone who wants to learn to use clip art, integrate graphics into their thesis or report, or create organizational charts. This class is a prerequisite for *PageMaker* and *4th Dimension*.

In this 2.5-hour class you will be exposed to three different types of graphics programs, discover their strengths and weaknesses, and learn how to integrate them. You will use *MacDraw*, object-oriented software, and *MacPaint II*, bit-map freehand painting software, to create illustrations. You will learn to use computer graphics tools as well as how to copy, move, and transform images. Finally, you will copy a business chart from *Excel* and paste it into *MacDraw*.

- ① Prerequisite: mastery of *Mac Fundamentals*.

Mac Graphics Fundamentals is offered four times.

- Jan. 10 from 1:30 to 4 pm.
 - Feb. 10 from 1:30 to 4 pm.
 - Feb. 19 from 9:30 am to noon.
 - Mar. 2 from 1:30 to 4 pm.
- Fees \$10/10/30.

Introduction to Word 4.0

This 6-hour class is for new Macintosh Word users. You will use character and paragraph formatting and move blocks of text. In addition, you will learn how to: move quickly through your documents; manipulate multiple windows; set margins, indents, page numbers, headers and footers; use the spelling checker; and preview your work.

- ① Prerequisite: mastery of *Mac Fundamentals*.

Introduction to Word is taught over three days and is offered three times.

- Jan. 15, 16, 17 from 2 to 4 pm.
- Jan. 28, 29, 30 from 10 am to noon.
- Mar. 3, 4, and 5 from 10 am to noon.

Fees \$40/50/85.

Intermediate Word 4.0

In this 5-hour class you will learn how to set tabs and tab leader characters; manipulate graphics and borders; create and manipulate tables; set up multiple headers, footers, and columns; insert footnotes, create a simple merge document; and sort data.

- ① Prerequisite: mastery of *Mac Fundamentals*.
- ② Prerequisite: mastery of skills covered in *Introduction to Word*.

Intermediate Word is taught over two days and is offered twice.

- Feb. 11 and 12 from 1:30 to 4 pm.
 - Feb. 20 and 21 from 1:30 to 4 pm.
- Fees \$40/50/85.

Mail Merge with Word 4.0

This 2.5-hour class covers merge documents and mailing labels. Special merge instructions and envelopes will be included.

- ① Prerequisite: mastery of *Mac Fundamentals*.
- ② Prerequisite: mastery of skills covered in *Introduction to Word*.

Mail Merge with Word is offered once.

- Mar. 11 from 1:30 to 4 pm.
- Fees \$30/40/60.

Introduction to Excel 3.0

In this 5-hour course you will set up several spreadsheets which you will format. You will build formulas and use Excel's functions as well as absolute and relative addressing. You will also create charts and move data between Excel and Microsoft Word.

- ① Prerequisite: mastery of *Mac Fundamentals*.

Introduction to Excel is taught over two days and is offered twice.

- Jan. 22 and 23 from 9:30 to noon.
- Mar. 12 and 13 from 1:30 to 4 pm.

Fees \$40/50/85.

Intermediate Excel 3.0

In this 5-hour course you will link spreadsheets and create simple macros. You will work with Excel's database features, create tables, and use array formulas.

- ① Prerequisite: mastery of *Mac Fundamentals*.
- ② Prerequisite: mastery of skills covered in *Introduction to Excel*.

Intermediate Excel is taught over two days and is offered once.

- Jan. 28 and 29 from 1:30 to 4 pm.
- Fees \$40/50/85.

Introduction to 4th Dimension

This 4-hour class will cover basic concepts of databases. You will create a database and learn how to design layouts; enter and modify data; find and sort information; and design reports and graphs.

- ① Prerequisite: mastery of *Mac Fundamentals*.
- ② Prerequisite: mastery of *Graphics Fundamentals*.

Introduction to 4th Dimension is taught over two days and is offered once.

- Feb. 3 and 4 from 2 to 4 pm.
- Fees \$40/50/85.

Intermediate 4th Dimension

This 4-hour class will cover relational database design. In this class you will look at 4th Dimension's relational commands. You will create databases that use Many-to-One and One-to-Many relations. Other topics covered include Subfiles and Many-to-Many relations.

- ① Prerequisite: mastery of *Mac Fundamentals*.
- ② Prerequisite: mastery of *Graphics Fundamentals*.
- ③ Prerequisite: mastery of skills covered in *Introduction to 4th Dimension*.

Intermediate 4th Dimension is taught over two days and is offered once.

- Mar. 9 and 10 from 2 to 4 pm.
- Fees \$40/50/85.

Introduction to HyperCard

This 5-hour class covers effective use of Apple's simple yet powerful information management system. We start out learning how to retrieve and modify information and how to navigate within and between stacks. Next you will copy and create your own buttons that will enable you to link cards to other cards or to stacks. Finally you will learn how to author your own stacks and look at HyperCard's English-like scripting language.

- ① Prerequisite: mastery of *Mac Fundamentals*.

Introduction to HyperCard is taught over two days and is offered once.

- Feb. 13 and 14 from 1:30 to 4 pm.
- Fees \$40/50/85.

Introduction to Desktop Publishing with PageMaker 4.0

In this 6-hour class you will put together a newsletter. You will create a master template, override that template, manipulate blocks of text and graphics, and wrap text around graphics.

- ① Prerequisite: mastery of *Mac Fundamentals*.
- ② Prerequisite: mastery of *Graphics Fundamentals*.
- ③ Prerequisite: mastery of basic skills using any Macintosh word processing software.

Introduction to Desktop Publishing is taught over three days and is offered twice.

- Feb. 5, 6, 7 from 2 to 4 pm.
 - Mar. 3, 4, 5 from 2 to 4 pm.
- Fees \$40/60/90.

Introduction to FileMaker Pro

This 4-hour class covers basic concepts of database management. You will learn how to create a database and how to enter data; find, change, and sort information; and design simple reports.

- ① Prerequisite: mastery of *Mac Fundamentals*.

Introduction to FileMaker is taught over two days and is offered twice.

- Jan. 23 and 24 from 2 to 4 pm.
- Feb. 25 and 26 from 10 am to noon.

Fees \$40/50/85.

Intermediate FileMaker Pro

This 4-hour class covers more advanced topics such as columnar reports with subtotals, lookup files, calculations, and scripting.

- ① Prerequisite: mastery of *Mac Fundamentals*.
- ② Prerequisite: mastery of skills covered in *Introduction to FileMaker*.

Intermediate FileMaker is taught over two days and is offered once.

- Mar. 12 and 13 from 10 am to noon.

Fees \$40/50/85.

Using the Vacation and Sick Leave Program *

This 1.5-hour hands-on course is intended for University personnel who are responsible for tracking Civil Service Employees' use of leaves, such as vacation and sick leave. The course covers entering data, editing entries, generating reports, and converting files created with the AIS program.

Using the Vacation and Sick Leave Program for the Macintosh is offered once.

- Feb. 19 from 1:30 to 3:00 pm.

- ① Prerequisite: mastery of *Mac Fundamentals*.

Fees \$0/0/na.

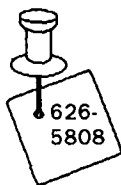
- * The *Using the Vacation and Sick Leave Program* course does not cover Civil Service rules. These rules are covered in the *Civil Service Rules* handbook.

More Mac Classes

For more Macintosh classes see *Statistics and Graphics Courses* and *General, Networks, and Communications Courses*.

MinnesotaMEDLINE Courses

● Enrollment is limited to 16



Registration and Fees

Registration for the MinnesotaMEDLINE classes listed here is not handled by Computer and Information Ser-

vices. To register for these MEDLINE classes, call the Bio-Medical Library at 626-5808.

Classes are free for students and \$10 for staff and faculty.

MinnesotaMEDLINE

MinnesotaMEDLINE is a medical literature database which resides on the NOS/VE central system computer. You must have a NOS/VE account to access MinnesotaMEDLINE. To establish an account on NOS/VE call 626-8366.

MinnesotaMEDLINE has been expanded to include all medical literature articles published since 1980. (Previously it included articles published in the years 1984 to present.)

Basics of MinnesotaMEDLINE

This class covers the basics of searching the MinnesotaMEDLINE database on NOS/VE and consists of a one-hour lecture on the fundamentals of MinnesotaMEDLINE commands and the use of Medical Subject Headings (MeSH) followed by 45 minutes of hands-on searching on terminals in the Learning Resources Center in Diehl Hall.

Basics of MinnesotaMEDLINE is offered six times.

- Jan. 9 from 9 to 10:45 am.
- Jan. 22 from 1 to 2:45 pm.
- Feb. 6 from 5 to 6:45 pm.
- Feb. 18 from 9 to 10:45 am.
- Mar. 2 from 1 to 2:45 pm.
- Mar. 17 from 9 to 10:45 am.

Intermediate MinnesotaMEDLINE Searching

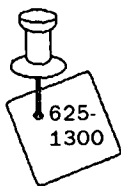
This class covers some advanced searching capabilities of the MinnesotaMEDLINE system on NOS/VE. This class includes use of the "explode" command, subheadings, subject heading annotations, and ways to narrow and broaden a search strategy.

Limited to those with at least 10 hours of on-line experience.

Intermediate MinnesotaMEDLINE Searching is offered twice.

- Jan. 16 from 10:30 am to noon.
- Feb. 4 from 3 to 4:30 pm.

Self-Paced Training Centers in Nicholson and Coffey Halls



Is this your dilemma? You want to check out our video or audio training materials but do not have the equipment or an appropriate place to

set up the training package? Well, we now have two new facilities for this purpose.

By January 15th we will have the equipment listed below set up in Room 1 in Nicholson Hall and Room 99 in Coffey Hall.

- VCR and TV
- audio cassette player

- Macintosh and
- IBM-compatible

The Nicholson and Coffey Hall training centers will have selected training packages available for you to reserve and use. Each location will have a list of the materials that are available.

Open Monday-Friday

Although both training centers are open Monday through Friday, their opening and closing times are different, as shown in the table below. Neither center is open on weekends.

Training Centers	Opens	Closes
1 Nicholson	8 am	7 pm
99 Coffey Hall	9 am	4 pm

Reservation Policy

To use the training materials available in Nicholson and Coffey Hall, you must call 625-1300 to reserve the equipment and software.

If you don't have a reservation, we cannot guarantee that the training facilities will be available.

Computer Books

In addition to the classes listed on the previous pages, you may want to turn to books to help you master your software. The Minnesota Book Center's Reference section carries many computer books. Here is a sampling of books they stock.

If you cannot find the computer books you want in the Book Center's Reference section, tell us what books you want to buy. Send specific titles or areas of interest to:

Maureen O'Brien,
160 Williamson Hall,
Minnesota Book Center,
231 Pillsbury Drive SE,
Minneapolis, MN 55455.

UNIX

- *Design and Implementation of the 4.3 BGD UNIX Operating System* by Samuel Leffler, an Addison-Wesley publication for \$45.25.
- *Learning the UNIX Operating System* by Grace Toding, an O'Reilly and Associates publication for \$9.00.
- *Learning UNIX* by James Gardner, a Howard W. Sams publication for \$39.95.
- *UNIX Programmer's Reference* by John Valley, a Que publication for \$29.95.
- *UNIX Step by Step* by Ben Smith, a Hayden Books publication for \$29.95.

Beginning Macintosh

- *Getting Started with the Apple Macintosh* by Neil Salkind, a Microsoft Press publication for \$19.95.
- *The Macintosh Companion, The Basics and Beyond* by Sharon Zardetto-Aker, an Addison-Wesley publication for \$22.95.

- *The System 7 Book* by Craig Danuloff, a Ventana Press publication for \$22.95.

DOS

- *Learning DOS* by Don Dernck, a Howard W. Sams & Company publication for \$29.95.
- *DOS 5 Made Easy* by Herbert Schildt, an Osborne McGraw Hill publication for \$19.95.
- *DOS 5.0 Complete* by Tomsdorf, Manfred, and Helmut, an Abacus publication for \$34.95.

OS/2

- *Client-Server Programming With OS/2* by Orfali, a Van Nostrand Reinhold publication for \$39.95.

Windows

- *A Quick Course in Windows* by Salley Oberlin, an Online Press publication for \$12.95.
- *Easy Windows* by Shelley O'Hara, a Que publication for \$19.95.
- *Running Windows* by Craig Stinson, a Microsoft Press publication for \$24.95.
- *Working With Windows 3* by Don Barber, a Boyd and Fraser publication for \$19.95.
- *Windows System Programming* by Peter Wilken, an Abacus publication for \$39.95.

Networks and Modems

- *First Book of Modem Communications* by Jack Nimersheim, a Howard W. Sams publication for \$16.95.
- *A Guide to Networking* by Alan Cohen, a Boyd and Fraser publication for \$6.95.
- *Guide to Using Netware* by Les Freed, a Ziff-David Press publication for \$39.95.

Microsoft Word for Macintosh

- *Desktop Publishing with Microsoft Word on the Macintosh* by Tim Erickson, a Sybex publication for \$26.95.
- *Mastering Microsoft Word on the Macintosh* by Michael J. Young, a Sybex publication for \$22.95.
- *Word 4.0 for Companion Macintosh* by Gena Cobb, a Microsoft Press publication for \$24.95.

Microsoft Word for IBM

- *Microsoft Word 5.5 for the PC* by Ruth Ashley, a Wiley publication for \$19.95.

WordPerfect on the IBM

- *The ABC's of WordPerfect 5.1* by A. Niebauer, a Sybex publication for \$19.95.
- *The Best Book of WordPerfect Version 5.0* by V. Alfien, a Sams-Hayden publication for \$24.95.
- *Fast Access WordPerfect 5.1* by McClure, a Brady publication for \$14.95.
- *A Quick Course in WordPerfect Version 5.1* by Fox, an On Line Press Book publication for \$12.95.
- *WordPerfect 5.1 in Business* by N. J. Solkind, a Sams IBM publication for \$22.95.

Lotus Release 2.3

- *Lotus 1-2-3, The Master Reference Release 2.3* by Stark, an Osborne McGraw Hill publication for \$24.95.
- *Lotus 1-2-3 Release 2.3 in Business* by Griffen, a Howard W. Sams publication for \$29.95.
- *The Best Book of Lotus 1-2-3 Release 2.3* by Simpson, a Howard W. Sams publication for \$26.95.
- *Guide to 1-2-3 Release 2.3* by Stephen, a Zeff-Danes publication for \$27.75.
- *The Lotus Guide to 1-2-3 Release 2.3* by Gasterjer, a Simon and Schuster publication for \$24.95.

Lotus Release 3.X

- *1-2-3 Quick Start Step by Step Approach Release 3.1*, a Que publication for \$19.95.
- *The Lotus Guide to 1-2-3 Release 3.1+* by Randall, a Brady-Simon and Schuster publication for \$29.95.
- *Using 1-2-3 for DOS Release 3.1+ Special Edition*, a Que publication for \$29.95.

Lotus for Windows

- *The Lotus Guide to 1-2-3 for Windows* by Fieldings, a Simon and Schuster publications for \$24.95.
- *Using 1-2-3 for Windows*, a Que publication for \$29.95.

Lotus Miscellaneous

- *1-2-3 for Scientists and Engineers* by Oreno, by Sybex publications for \$24.95.
- *The First Book of Lotus 1-2-3* by G. Authen, a Sams-Hayden publication for \$16.95.
- *Networking With 1-2-3*, by Jorgensen, a Brady Books publication for \$21.95.

- *Teach Yourself 1-2-3* by A. Williams, an MIS Press publication for \$19.95.

Paradox

- *The ABC's of Paradox 3.5* by Siegel, a Sybex publication for \$19.95.
- *The First Book of Paradox 3.5*, by J. Kamin, a Howard W. Sams publication for \$16.95.
- *Paradox 3.5 Handbook 3rd Edition* by Cobb-Borland, a Bantam publication for \$29.95.
- *Paradox Command Reference* by J. Kamin, a Wiley publication for \$10.95.
- *Paradox 3.5* by Wheeler, a Wiley publication for \$19.95.
- *Teach Yourself Paradox* by Taylor, a MIS Press publication for \$19.95.
- *Using Paradox 3.5 Special Edition* by Bruce, a Que publication for \$29.95.

**HyperCard**

- *Complete HyperCard 2.0 Handbook* by Goodman, a Bantam publication for \$29.95.
- *Hands-On HyperCard* by Jones, a Wiley publication for \$22.95.
- *HyperCard and Macintosh* by Adams, a Primer-McGraw publication for \$19.75.

PageMaker on the Macintosh

- *A Tutorial Guide to Aldus PageMaker 4.0* by Kerlou, an A. W. publication for \$31.40.
- *Mastering PageMaker 4.0 on the Macintosh* by Harney, a Sybex publication for \$24.95.
- *PageMaker for the Macintosh* by Bone, a Wiley publication for \$22.95.
- *Using PageMaker: Macintosh Version—2nd Edition* by Weigand, a Que publication for \$24.95.

PageMaker on the IBM

- *Mastering PageMaker 4.0 on the IBM PC* by Altman, a Sybex publication for \$26.95.
- *PageMaker 4.0 PC/Windows* by Bone, a Wiley publication for \$22.95.
- *Using PageMaker 4.0 for Windows* by Venit, a Wiley publication for \$22.95.



Help: Computer and Information Services

Consulting Service

Phone

Help Line Hours

Computer Services Information Line 625-1555

If you do not know which computer service phone number to call, dial the Computer Services Information Line.

Central System Computers

To use these systems, you need a user name and password, which you get when you establish an account. Qualified users can apply for grants to handle some computing related costs. To talk to a consultant in person, call for exact location.

- UX, VX, VZ, CA accounts on VAX, ENCORE, and CYBER 626-5592 Monday-Friday 8:30 am to 4:30 pm
1 Nicholson Hall Walk-in Consulting Monday-Friday 10 am to 4 pm
- NOS/VE, NOS, EP/IX, MEDLINE accounts on CYBER 626-8366 Monday-Friday 7:45 am to 4:30 pm
- CMS accounts on IBM. 624-6235 Monday-Friday 9 am to 4 pm

LUMINA

If you have trouble connecting to LUMINA call 626-2272 Monday-Friday 8:30 am to 4:30 pm

Microcomputers and Workstations

- Software, hardware, peripherals, local area networks 626-4276 Monday-Friday 9 am to 4 pm
- East Bank: 125 Shepherd Labs above Monday-Friday 9 am to 4 pm
- West Bank: 93 Blegen above Tuesday and Friday 1-4, Thursday 9-noon
- St. Paul: 99B Coffey Hall above Monday and Friday 9-noon, Wednesday 1-4 pm

Central System, Microcomputer, and Workstation Consultants: B. Alberti, F. Anklesaria, R. Baird, J. Bergman, T. Bonfiglio, S. Brehe, S. Collins, S. DeJarlais, M. Dunham, P. Goblirsch, G. Gonzalez, C. Griesel, S. Hail, S. Hakomaki, C. Haugan, S. Hickman, R. Hotchkiss, M. Hu, J. Jabr, J. Jannett, D. Johnson, P. Kachelmyer, M. Kelleher, D. Larsen, J. Larson, J. Larson, P. Lindner, M. McCahill, P. Oberg, K. Olson, N. Ostrom, J. Pearson, K. Pearson, C. Plaisance, E. Schleske, C. Squires, J. Stearns, K. Teder, E. Thayer, A. Thomas, H. Tonsky, D. Torrey, S. Traxler, L. von Munkwitz-Smith



General Information

The *Student/Staff Directory* has a more complete listing of our department's resources. For more information about computing and information services at the University, departments may request a copy of our *Handbook of University Computing Services* by calling 625-1300. Information about public computing facilities is published quarterly in this newsletter and is available from the *Public Computing Facilities* handbook.

- Adaptive Technology Services (voice) 626-0365
- (TDD) 624-4037
- Artificial Intelligence, Humanities,
Text Analysis (Mon, Wed, Fri 3-4 pm) 625-8332
- Central System Accounts:
UX, VX, VZ, CA 626-5592
- NOS/VE, NOS, EP/IX, MEDLINE 626-8344
- IBM CMS 624-7788
- Electronics Desk, Williamson Hall Book Center ... 625-3854
- Equipment Repair and Warranties 625-1595
- Faculty Resource Center 626-1090
- Instructional Computing on Central Systems 626-0200
- Tape Librarian at Lauderdale Facility 626-1838
- Telecommunications, Networking Services:
Information 626-7800
- Repair 625-0006
- Training Resources, Course Registration 625-1300



Central Systems Dial-up Access

The terminal settings for dial-up access to the University's mainframes are 8-1-N (that is, 8 data bits, 1 stop bit, and no parity) unless otherwise noted. Some phones work at 7-1-even (that is, 7 data bits, 1 stop bit, and even parity).

- LUMINA:
300/1200/2400 bps 625-6009
- UX, VX, VZ, CA:
300 bps 626-0300
- 1200 bps 626-1200
- 2400 bps 626-2400
- 9600 bps 626-9600
- 300/1200/2400 bps at 7-1-even 626-1630
- NOS, NOS/VE, EP/IX, MEDLINE:
300/1200/2400 bps 625-1445
- up to 19.2 bps campus data phone line 3-2400
- IBM CMS:
300/1200/2400/9600 bps at 7-1-even 624-4220

Please be legible. Help us keep our costs down by using a campus mailing address whenever possible; thanks.

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Building _____	Room _____	
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Student <input type="checkbox"/>	Alumni <input type="checkbox"/>	Other <input type="checkbox"/>

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We receive notices of software and hardware fixes, seminars, helpful hints, and various computer related items from many sources. This information may be of immediate importance or interest to the University community. To make this information available in a timely manner, we offer an E-mail news notification service which periodically sends out "news" bulletins. To subscribe to this free service, send E-mail to: news-request@boombox.micro.umn.edu

Computer and Information Services Newsletter

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Minneapolis, MN 55455-0421

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Computer and Information Services

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The Duplicate Problem

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