

Yosemite Room - Hyatt	Mac Lab 2121 - IU/PUI	Mac Lab 2124 - IU/PUI	Win Lab 2116 - IU/PUI	Win Lab 2119 - IU/PUI
▲ Basic SPSS, without statistics: How statistical software can help without any statistical theory	● Internet: Basic reporting tips – (navigating in Netscape, evaluating sites, developing a reporting strategy)			■ Internet: Aviation-related sites
■ Access: Importing (strategies, problems, text and other files, creating new fields from old, using formulas)	■ Excel Refresher (formulas, sorting, rates, ratios, more complex formulas)			■ Searching the Internet (search engines, Boolean logic, understanding results, improving results)
■ Access Refresher (filtering, searching, summarizing, counting, summing, joining)	● Internet: Backgrounding people – (newsgroups, peoplefinders, tricks)			
▲ Basic statistics with SPSS (descriptives, frequencies)	● Excel: Basic Spreadsheet skills (sorting, creating formulas, averages, differences, percentage differences)			
▲ Access: Working with death records (causes, ages, etc.)	● Internet: Basic reporting tips – (navigating in Netscape, evaluating sites, developing a reporting strategy)	● Internet: Basic reporting tips – (navigating in Netscape, evaluating sites, developing a reporting strategy)	■ Excel: Downloading from the Internet (text files, HTML tables, etc.)	▲ Internet: Using the Census site effectively (lookup tools, downloading)
▲ Excel: Another data clean-up tool (print images, complex formulas)	● Excel: Basic Spreadsheet skills (sorting, creating formulas, averages, differences, percentage differences)	■ Searching the Internet (search engines, Boolean logic, understanding results, improving results)	■ Internet: Getting the most out of campaign finance sites (Some spreadsheet skills used)	■ Internet: Dealing with odd file formats, including zipped files and Adobe Acrobat
■ Excel: Analyzing a school budget (percentages, rankings, ratios, etc.)	■ Excel: Downloading from the Internet (text files, HTML tables, etc.)	■ Searching the Internet (search engines, Boolean logic, understanding results, improving results)		
★ Linear regression techniques and diagnostics with SPSS	■ Internet: Business and economics sites (Edgar, others)	● Internet: Backgrounding companies – (public, private, not-for-profit)		
▲ Basic SPSS, without statistics: How statistical software can help without any statistical theory	● Excel: Basic Spreadsheet skills (sorting, creating formulas, averages, differences, percentage differences)	● Internet: Basic reporting tips – (navigating in Netscape, evaluating sites, developing a reporting strategy)		● Internet: Site of particular interest to broadcasters
■ Access: Building databases (for your notes, to analyze paper records)	■ Excel Refresher (formulas, sorting, rates, ratios, more complex formulas)			● Access for broadcasters (filtering, joining)