

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