



# ICT Skills for Scientists

[setu.ie](http://setu.ie)

**INSPIRING FUTURES**

Lecturer:  
Mairead Meagher

## Contact Details



**Mairead Meagher**  
**[mairead.meagher@setu.ie](mailto:mairead.meagher@setu.ie)**



**Office 316, top floor,  
Science building**



**3 hours labs per week,  
Friday 2:15 – 5:15, ITG17**



**Attendance is taken  
every week**

# Module Content



## ▶ Introduction to ICT

Moodle, OneDrive, Teams

Basic IT Skills

MS Windows Operating System

Backup, Passwords, Virus Scanning Software

Email Etiquette, Online identity

Organising your college data

Organising your Web Brower (Bookmarks)

## ▶ Microsoft Word

▶ Word Processing Skills

▶ Writing, formatting reports

## ▶ Microsoft Excel

▶ Spreadsheets (analytical skills)

▶ Formulas and graphs

## ▶ Microsoft PowerPoint

▶ Presentation Skills

▶ Group presentation

# Weekly schedule

Week 1 : General Introduction / basic Excel

Week 2 : Word Basics

Week 3 : Word Advanced

Week 4 : Word Assignment

Week 5 : Excel Basics

Week 6 : Excel Advanced

*Reading Week*

Week 7 : Excel Graphs

Week 8: Excel Revision

Week 9: Excel Test

Week 10: PowerPoint

Week 11: PowerPoint Group Presentations

*Schedule subject to change*

# Assessment



## 100% Continuous Assessment

- Weekly engagement(10%)
- Word Assignment (in class) (20%)
- Excel Test (in-class) (50%)
- Group PowerPoint presentations(20%)

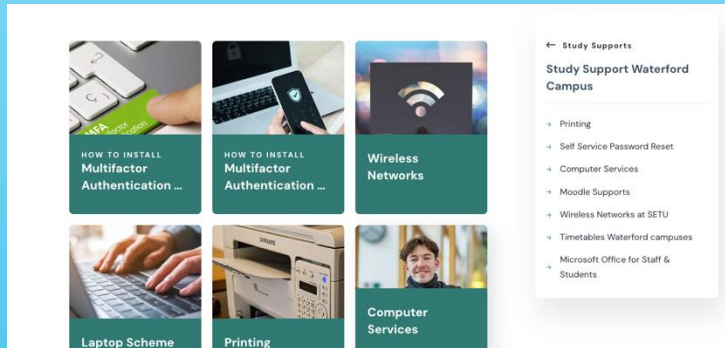
# Introduction to ICT in SETU, Waterford Campus

- University Computers Logging In, self service password reset
- Moodle, Logging In, Uploading Assignments, School Information Area on Moodle
- Student email, OneDrive, Student Microsoft Office
- Basic IT Skills, Folders, Files, Windows Explorer
- Backups, Passwords, Virus Scanning Software
- Email Etiquette, Attaching Files and Downloading Attachments

# Student Credentials

➤ Use [StudentNumber@setu.ie](mailto:StudentNumber@setu.ie) to access the following:

- ▶ University Computers
- ▶ Moodle
- ▶ Student email
- ▶ Student Registration & Fees
- ▶ Library Systems
- ▶ Eduroam Wifi
- ▶ MS Outlook
- ▶ MS Teams
- ▶ OneDrive



➤ The SETU website has lots of help for access here:

<https://www.setu.ie/current-students/study-supports/study-support-waterford>

# University Computers

## ▶ Log in

- ▶ Log in to university computers
  - ▶ Your username is your StudentNumber@setu.ie
  - ▶ Your password is provided to with your registration information.

## ▶ Help

- ▶ If you have trouble logging in you can
  - ▶ Call into Computer Services. Computer Services is located in the corner of the ground floor of the IT Building.
  - ▶ You can email them computerservices@setu.ie







# moodle

- ▶ Moodle is a virtual learning environment (VLE) that you can access from any location. It is used to distribute notes, accept assignments, and contact students.
- ▶ You can access Moodle by opening a web browser and typing in the following address: [moodle.wit.ie](http://moodle.wit.ie)
- ▶ Log in using the same details that you used for your university login.
- ▶ Once you have logged in successfully you should see all the modules you are timetabled for.
- ▶ Click on Introduction to ICT for Scientists to see the material required for this module.

# Changing Passwords

You can change your password from home if you register for this service using this link:

<https://www.setu.ie/current-students/study-supports/study-support-waterford/self-service-password-reset>

- ▶ When used, this program will change your password for all the following systems at the one time:
  - ▶ Computer Login
  - ▶ Moodle
  - ▶ Online Student Services
  - ▶ Timetables
  - ▶ Library Systems
  - ▶ Eduroam WIFI
  - ▶ OneDrive
  - ▶ Office 365
  - ▶ Software Download site
  - ▶ Microsoft Teams

# Student Email

- ▶ Undergraduate SETU students are issued with a @setu.ie email address.
- ▶ Your student email address is your **studentnumber@setu.ie** (e.g. *20001234@setu.ie*).
- ▶ You can access this account through Outlook, included in the Microsoft Office suite. As a registered student, you are entitled to download and use Office 365 on your devices.
- ▶ Please use your new @setu.ie email address as your primary account for all university communications.
- ▶ <https://www.setu.ie/current-students/study-supports/study-support-waterford/new-email-for-waterford-students>

# Accessing Cloud from home

## One Drive

- ▶ You will be able to access your OneDrive from outside SETU through a web link which will be on the SETU site or directly by <https://wit-my.sharepoint.com/>
- ▶ You will need to use your full student login, for example [12345678@setu.ie](mailto:12345678@setu.ie) and password to gain access.

## Google Drive

- ▶ You can access the Google Drive associated with your email address.
- ▶ This can be accessed once you sign on to Google Chrome (you can also access your bookmarks once you've signed in)

# OneDrive Things to know!



When you leave SETU and your SETU account is deleted then ALL the Files on your OneDrive are DELETED. If you want to keep your files after you leave SETU then before you leave please copy/move your files to another personal storage area.



If you use the webpage to access any files, and it's not a Microsoft office application like Word, Excel, etc. it will ask you to download the file to the local PC. If you make changes to the downloaded files then you must make sure that you have uploaded/copied the updated version back to your OneDrive.



As it's network storage it should be expected to be a bit slower than on-site/local storage.



Microsoft have certain restrictions in place to stop very large amounts of files being uploaded at once, thus OneDrive cannot be used to back up a full PC. It's designed to be used for day to day access of files.



After a file is copied/deleted on this drive you may need to refresh (F5 key) the list before the changes are evident.

# Free MSOffice for Students

Students have access to download and run Microsoft Office products.

This is a free service provided by Microsoft for the duration of study at SETU.

This allows for the installation of Office on up to 5 devices including PC, Mac, and Mobile Devices.

Full versions of:



To download [Click Here](#)

# Microsoft Windows



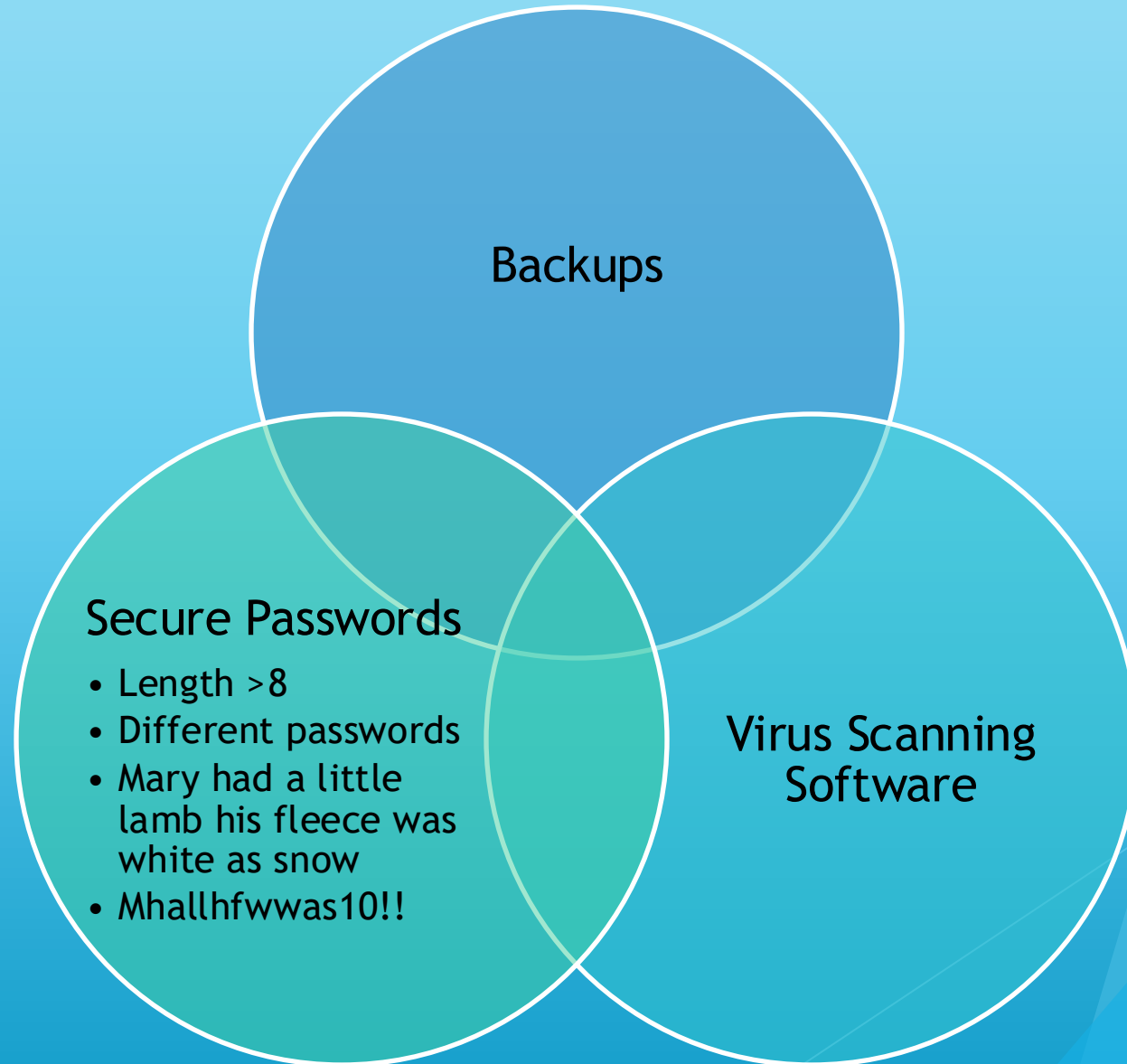
- ▶ **MS Windows is an Operating System**

- ▶ Windows Explorer
- ▶ Files, Folders
- ▶ Read, Create, Move, Edit and Delete
- ▶ Copy/Paste, Rename

- ▶ **Working with Files and Folders**

- ▶ <https://edu.gcfglobal.org/en/windowsbasics/working-with-files/1/>

# Protection





# Email



ETIQUETTE

SPELLING / GRAMMAR

RESPONSE TIME

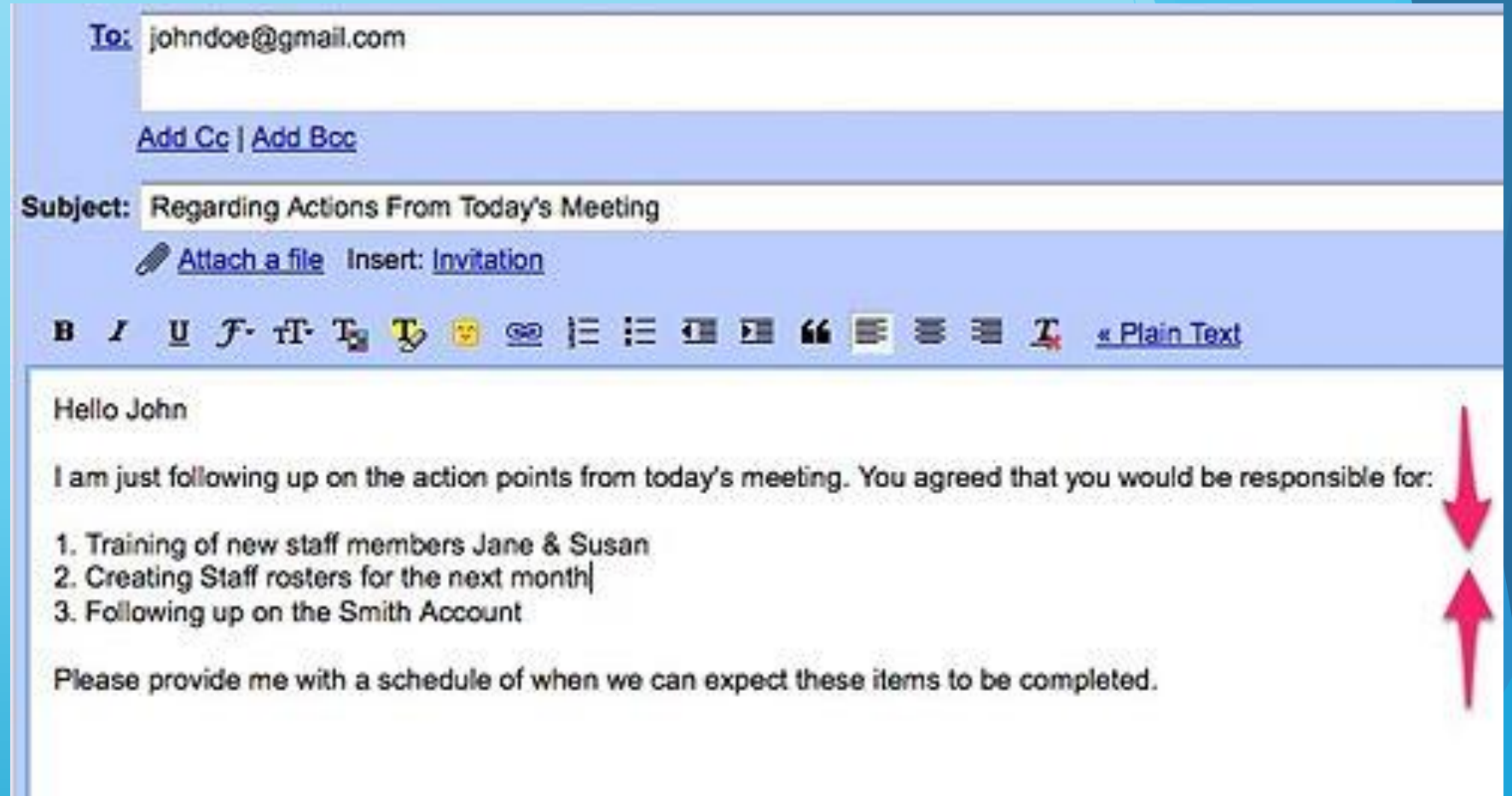
ATTACHMENTS

REPLY / REPLY ALL

# Poor email etiquette



# Professional email etiquette



# SETU

## Computers - Logging on

- You need a username and a password to access very many facilities at SETU. Your username for logging in will be your student number (without the W at the beginning) e.g. [12345678@setu.ie](mailto:12345678@setu.ie)
- Passwords are sent out on your registration letter but if you have lost that letter or have forgotten your password, you can call to Computer Services with your student card.
- It is a good idea to make a note of your original password as you may need to refer back to it over the course of your studies at SETU.
- Remember that your password is case sensitive.