



Abertay  
University

*Need help with your coursework, Honours Project or Dissertation?*

## **Study Skills Workshops 2015-16**

Term 2



# Finding and using information

All workshops take place in the library.

## **Knowing where to look: your search toolkit**

This hands-on workshop will give you an overview of various tools for finding information for your coursework assignments. We'll explore Summon, the library subject guides, Google and Google Scholar, highlighting their strengths and weaknesses to enable you to make an informed choice when selecting where to search for information.

**14:00-15:00 Thurs 21st January - Seminar A**  
**11:00-12:00 Wed 3rd February - Seminar A**  
**14:00-15:00 Tues 16th February - Seminar A**  
**11:00-12:00 Tues 1st March - Seminar A**  
**11:00-12:00 Wed 16th March - Seminar A**

## **Reference management with RefWorks**

This practical session will introduce you to the RefWorks reference management software, a tool to help you manage your references and create citations and bibliographies.

**10:00-11:00 Wed 27th January - Seminar A**  
**10:00-11:00 Thurs 11th February - Seminar A**  
**10:00-11:00 Wed 24th February - Seminar A**  
**10:00-11:00 Tues 8th March - Seminar A**  
**10:00-11:00 Tues 22nd March - Seminar A**

## **Managing long documents in Word 2010**

This session will explore using more advanced techniques in Microsoft Word, including heading styles, section breaks, page numbering and automatic table of contents to help you work more efficiently and improve the appearance and layout of your document.

**12:00-13:00 Thurs 28th January - Seminar A**  
**14:00-15:00 Tues 23rd February - Seminar A**

## **Calculating data in Excel**

This hands-on workshop provides understanding on how to create calculations using various functions within Excel. Creating formulas using cells from multiple worksheets.

- Understand the significance of relative and absolute cell references in formulas
- Calculate using the functions Sum, Min, Max, Average, Standard Deviation, IF Statements, AND/OR Functions.

**13:00-14:00 Wed 20th January - Seminar A**  
**12:00-13:00 Thurs 18th February - Seminar A**  
**14:00-15:00 Tues 15th March - Seminar A**

## **Working with data in Excel**

This hands-on workshop will concentrate on summarising large amounts of data by creating quick automatic calculations and extracting subsets of data using criteria.

- Use conditional formatting
- Summarise data using subtotals
- Use advanced filters to analyse data in a list
- Create, modify and work with PivotTables to analyse and manipulate large sets of data.

**12:00-13:00 Thurs 4th February - Seminar A**  
**14:00-15:00 Tues 1st March - Seminar A**

## **Poster presentations**

This workshop explores the purpose of posters and looks at different ways of creating them.

**12:00-13:00 Thurs 11th February - Seminar A**  
**14:00-15:00 Tues 8th March - Seminar A**  
**14:00-15:00 Wed 23rd March - Seminar A**

To book a place, go to: [abertayinfoanditskills.eventbrite.co.uk](http://abertayinfoanditskills.eventbrite.co.uk)

# *Research and writing skills*

Questionnaire design and analysis lecture takes place in the Kydd building.  
All other workshops take place in the library.

## **Questionnaire design and analysis lecture**

For students (undergraduates and postgraduates) who are using a questionnaire as a research tool in a project.

**14:00-15:00 Wed 20th January - Room 3511**

## **SPSS basics**

For complete beginners and those who want a refresher on data entry and basic analysis in SPSS.

**10:00-11:00 Tues 19th January - Seminar A**

**10:00-11:00 Tues 29th March - Seminar A**

A selection of workshops on academic writing and a dissertation writing course will be offered by Student Academic Support and the Abertay Language Centre throughout the term. Please see the Abertay Learning Zone in Blackboard for more details.

To book a place, go to: [abertayinfoanditskills.eventbrite.co.uk](http://abertayinfoanditskills.eventbrite.co.uk)

# Can't come to a workshop?

## You can still get help & advice

Can't find sources for your literature review? Need help managing your references and creating your bibliography? Looking for advice on managing long documents, creating poster presentations or using Excel?

Come along to our drop-in sessions in the IT Training Suite, Library Level 2

**Tuesday 11:00-12:00**

**Wednesday 12:00-13:00**

**Thursday 15:00-16:00**

Or to arrange an appointment with your Academic Librarian contact:

[library@abertay.ac.uk](mailto:library@abertay.ac.uk)

There is also lots of help available online. For advice about academic writing, research skills and MS Office applications go to the Abertay Learning Zone in Blackboard  
<http://blackboard.abertay.ac.uk>

Need help with the structure of your dissertation, the writing style and level of critical analysis?

Looking for advice about research methods, statistics and SPSS?

Come along to our drop-in sessions in the IT Training Suite, Library Level 2

**Tuesday 11:00-12:00**

Or to arrange an appointment with Student Academic Support contact:

[studentacademicsupport@abertay.ac.uk](mailto:studentacademicsupport@abertay.ac.uk)

Are you an international student? Are you interested in improving your academic English skills?

Come along to our drop-in sessions in Student Services

**Thursday 12:00-14:00**

Or contact the Language Centre:

[english@abertay.ac.uk](mailto:english@abertay.ac.uk)



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