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The Clarion University Libraries

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Dr. Terry Latour
Dean of Libraries

About "*Inside* The Clarion University Libraries"

The Clarion University Libraries newsletter is published weekly when classes are in session.
Through *Inside,* we share information about our services and resources with the campus community.
Inside is best viewed with Microsoft Outlook.
However, you can read a PDF version of *Inside* online.
Access it through the Libraries' homepage at: **www.clarion.edu/library**

Online Tutorials

Need guidance when the reference librarians are not on duty? Check out our online tutorials!

At the *Libraries Homepage*, under "Library Help", select "Tutorials" in either PowerPoint and PDF Format or as Video Presentations. Either way, the tutorials provide a wealth of information on how to use the online catalog, search databases, find journal articles, request resources from other libraries, as well as various other helpful tips. There is a video tutorial *especially* for distance education students too!

Guides And Pathfinders

Getting started on a research project is sometimes the most difficult step of the process. To help you, librarians have compiled subject-based guides and pathfinders. These tools point you to reference materials, books, journals, and links to Web based resources. Topics covered include:

- *African-American Resource Guide*
- *Asian-American Resource Guide*
- *Disabilities-Related Resource Guide*
- *Education Resources*
- *Hip Hop Pathfinder*
- *Hispanic-American Resource Guide*
- *Legal Resources*
- *Native-American Resource Guide*
- *Nursing Resources*
- *Special Education Resources*
- *Theatre Pathfinder*

These Pathfinders are always available on the *Libraries Homepage*, under

the "Library Help" section.

Information Literacy Workshop For Faculty

In judging institutions worthy for accreditation, the Middle States Commission on Higher Education specifies student attainment of information literacy skills in Standards 11, 12, and 14. Most institutions demonstrate this attainment through their general education courses, testing, and capstone experiences.

To help faculty identify information literacy concepts within their courses, Partners in Teaching, Learning, and Assessment and the Information Literacy Project Team have jointly organized a workshop focusing upon the disciplinary perspectives of information literacy. It is scheduled for **Friday, April 10th from 1:30-3:30 in Carlson Library Room 215.** All faculty and staff are invited. Participants will receive a copy of Dorothy Warner's book, *A Disciplinary Blueprint for the Assessment of Information Literacy*. Light refreshments will be provided.

For additional information and to reserve a space in the workshop, please contact Edna Reid at: *ereid@clarion.edu*.

A Presidential Advancement grant supports the work of Partners in Teaching, Learning, and Assessment and a University-Wide Faculty Professional Development grant supports the work of the Information Literacy Project Team.

Computer Tip: Excel Dates Done *Your* Way!

Are you frustrated with the standard MS Excel date formats? Well, that frustration ends here! Today, I've got just the information you need to make Excel do things *your* way.

First, **select the cells** that should be in the date format.

Click on the little **down arrow in the bottom right hand corner** of the **Number** section under the **Home** tab on the ribbon.

On the left side of the window, you'll find the list of categories. Choose **Custom** from the list.

You can scroll through the **Type** choices on the right, just to see if your needs can be met with what's there. But, if not, don't worry. You can customize the date to suit you.
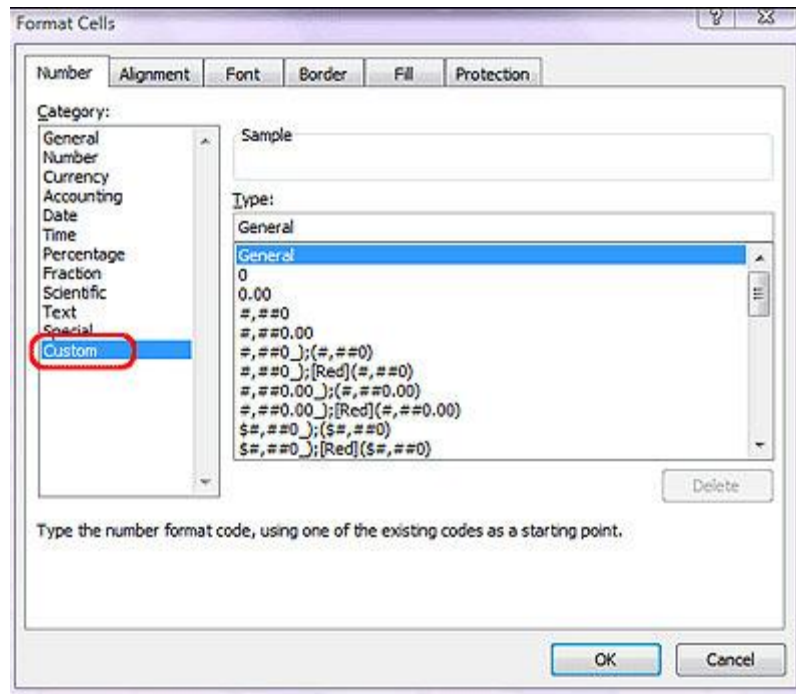
At this point, you need to know the symbols for the date formats. (After all, you can't create custom formats if you don't know the "lingo").

Date codes:

d gives a day number (1, 2, 3, 4 ... 30, 31)

dd gives the day as a two digit number (01, 02 ... 30, 31)

ddd gives the day of the week, abbreviated (Mon, Tue, etc.)

**dddd** gives the full word for the day (Monday, Tuesday, etc.)

Month codes:

m will give the month number (1, 2, 3 ... 11, 12)

mm will give the month as a two digit number (01, 02 ... 12)

mmm will give the name of the month, abbreviated (Jan, Feb, etc.)

mmmm will give the full name of the month (January, February, etc.)

mmmmm will give just the first letter of the month name (J, F, etc.)

Year codes:

yy will give the year as two digits (07, 08, etc.)

yyyy will give the year as four digits (2003, 2004, etc.)

Okay, so you've got the codes to create your custom date formatting, but what do you do with them? When you clicked into the Custom category, you might have noticed on the right, under the word Type, a field appeared that will allow you to enter your formatting.
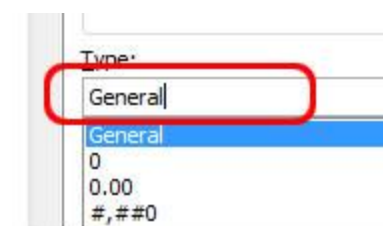
All you have to do is replace whatever is currently in the field and put in a

combination of codes that will give you a date the way you need it.

> *For example, if you enter: dddd, mmmm d, yyyy into the Type field, data entered as 5-26-06 in a cell will be displayed as: Friday, May 26, 2006.*

Did you notice that the commas and spaces inserted into the code showed up in the date? That is also true of other characters you might use to separate your code components, such as dashes and slashes. (That's just a little tidbit of information that might come in handy some day).

Be sure to check out the preview box (labeled as **Sample**), located just above the Type field.

If there was data in a selected cell when you started customizing your date display, you will see how it's coming along as you're entering the custom code.

When you have the date display set up the way you like it, click **OK** and you are returned to your (now perfect) worksheet!

Something to Think About:

Learn to write
your hurts in sand;
learn to carve
your blessings in stone.
--Unknown