

# Maryland Association for Institutional Research

## Summer 2008 Drive-In Technology Training

### Half-Day Training Session

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**Come join your colleagues to learn some new skills!**

**WHEN:** Friday, June 20th, 9:00 am – 12:00 noon

**WHERE:** Howard Community College  
ELB-121 and ELB-123 (Mary Ellen Duncan Hall for English, Languages & Business)  
Parking is available in Lot A, behind the ELB Building  
Directions: [http://www.howardcc.edu/about\\_hcc/getting\\_around/campus\\_locations/hcc\\_campus\\_directions.html](http://www.howardcc.edu/about_hcc/getting_around/campus_locations/hcc_campus_directions.html)  
Campus Map: [http://www.howardcc.edu/about\\_hcc/getting\\_around/maps\\_and\\_directions/index.html](http://www.howardcc.edu/about_hcc/getting_around/maps_and_directions/index.html)

**REGISTRATION:** Registration is available through the MdAIR website at [www.mdair.org](http://www.mdair.org)  
Pre-registration is required. Concurrent workshops are limited to **25 people per session each** and based on a first-come, first-served, basis for registrants.

**FEE:** Free for current MdAIR members  
\$20 for non-members

### Concurrent Training Sessions

#### Old and New Tips and Tricks – Excel 2007

Susan Hellenbrand, Howard Community College  
Terry Hirsch, Community College of Baltimore County

**Outline:** This session will demonstrate Excel 2007 features particularly useful for data analysis and IR. It will include an overview of the new user interface for Excel 2007 as well as the task-oriented tabs (now arranged in logical groups), and tips for getting help. Attendees will have a chance to experience some tried and true “tips and tricks” useful for data manipulation and visual data displays including removing duplicates, creating lookup lists, creating special markers for xy or line graphs, using the format feature to size objects to precise dimensions, and more.

**Intended Audience:** Anyone familiar with Excel who is new to Excel 2007 or might be considering an upgrade to Office 2007.

**Approaches Used:** Lecture, demonstration, and hands-on exercises in Excel 2007

#### SPSS Syntax101

Chad Muntz, University of Maryland

**Outline:** This session will start with the more simple SPSS commands in Syntax and advance to using syntax for data analysis and graphs. Topics covered will include data manipulation such as recoding and computation; basic statistics such as frequencies, descriptive, and crosstabs; statistical analysis such as regression and t-test, and basic graphs. Attendees generate syntax via SPSS options as well as customize and write their own syntax.

**Intended Audience:** Anyone without a statistics background or someone who needs a refresher on the basics of SPSS and using Syntax.

**Approaches Used:** Lecture, demonstration, and hands-on data manipulation using SPSS.