



INSIDE THE CLARION UNIVERSITY LIBRARIES



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In This Issue

- Research Project? We Can Help!
- What is *Dissertations & Theses* (ProQuest)?
- Library Tip: Roving Reference & Research Help
- Library Tip: Online Renewals
- The S.W.A.T. Minion's Tip: *Excel: Have It Your Way*
- Cranial Candy: Word Of The Week ... *bankster*
- Something To Think About

CU Libraries' Links:

Inside The Clarion University Libraries

Read back issues of the Libraries' newsletter

We publish *INSIDE The CU Libraries* weekly, when classes are in session. Here we share information about our services and resources with the campus community. Current and back issues are available online through the NEWS link on the [Libraries' homepage](#).

Research Project? We Can Help!



With less than three weeks of classes remaining, you may be feeling the pressure. Now is the time to get moving with your research projects and term papers. The Libraries can help in a variety of ways.

- We offer access to millions of authoritative articles, books, datasets, and other resources that may be just what your professors would like to see.
- If you are intimidated or do not know where to begin, our friendly reference librarians are available to help you get started.
- Stop by the libraries, visit our [website](#) or call:
 - Carlson Library Reference Librarians: 393-2490
 - Suhr Library Reference Librarians: 676-6591
 - Clarion Online distance education students call toll-free: 866-272-5612 and press 5 for Library.
- Online [tutorials](#) teach you to find journal articles, conduct library research, and use techniques to get the most out of library services and resources.
- [LibGuides](#) are a good place to identify information resources and research resources that may be just right for your project.
- Chat and other online services are available at the [Ask a Librarian!/LibAnswers!](#) link on our website.

What Is *Dissertations and Theses* (ProQuest)?



Dissertations and Theses (ProQuest) is a comprehensive collection of scholarly research dissertations and theses submitted by doctoral and master's degree students from around the world. They date from 1743 to the present day, offering full-text for graduate works added since 1997, along with selected full-text for works written prior to 1997. More than a million titles are available in electronic full-text form.

Library Home

Your link to all of the Libraries' resources

PILOT

Search the Libraries' online catalog

Databases A-Z

Search the Libraries' extensive collection of electronic journals and e-books

Contact Us

Dr. Terry Latour
Dean of Libraries

Dissertations and Theses is available through the [Libraries Homepage](#). In the "Research Resources" block, click on the [Databases](#) link, then scroll down the alphabetical list or use the link to jump to the "D" section of databases.

If you have questions or need assistance, stop by the Libraries or call Carlson Library at 393-2490 or Suhr Library at 676-6591. Clarion Online distance education students may call toll-free at 866-272-5612, (press 5 for Library). Our Chat and other online services are available at the [Ask a Librarian!/LibAnswers!](#) link on our Website.

Library Tip: Roving Reference & Research Help



Does a tight schedule prevent you from visiting the library?

Do you need help finding information to complete an assignment?

Are you having trouble locating a scholarly journal article?

Do you want some one-on-one instruction about our online library resources?

Look for our *Roving Reference* Librarians in the following locations this semester:

- STC Lobby (Level 1)
 - Mondays ... 10:00 am -11:00 am
- Still Hall Student Center (Room 101)
 - Tuesdays ... 9:15 am -10:15 am

Library Tip: Online Renewals



Did you know that you could use our website to renew the loan period for items checked out from Clarion University Libraries?

- Go to the [Libraries'](#) homepage
- Click on the [Library Catalog](#) link in the green "Research" box
- On the catalog search screen, click on the [Renew Books](#) link in the upper right corner of the screen
- Provide your patron ID number.

Students: Your patron ID number is 9 + your Clarion ID number.
[Get help](#) determining your Clarion ID number.

Employees: Your patron ID number is a nine digit number consisting of a series of leading zeros followed by your employee ID number (from your pay stub). Use enough preceding zeros to create a nine-digit number.

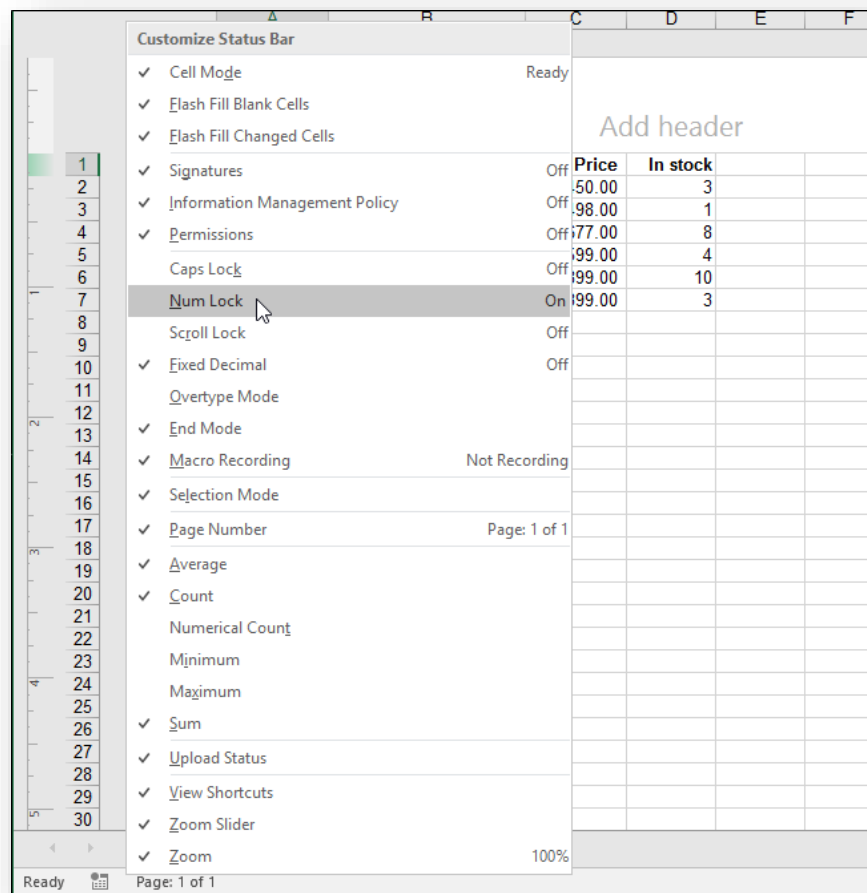
The S.W.A.T. Minion's Tip: Excel...Have It Your Way



The status bar at the bottom of Excel's window can tell you all kinds of interesting information, such as whether Num Lock is on or off, the page number, and the average of numbers in selected cells. Even better, you can easily customize the status bar to show just the information you want.

To show and hide items on the status bar, right-click anywhere on the status bar and select the items you want to see. Any items preceded by a check mark will display on the status bar. Note that some items only display on

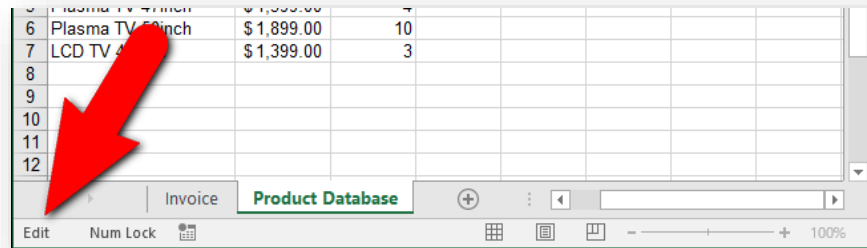
the status bar under certain conditions, even when they are enabled. The Customize Status Bar popup menu stays open so you can select and deselect multiple options. Simply click anywhere outside the popup menu to close it.



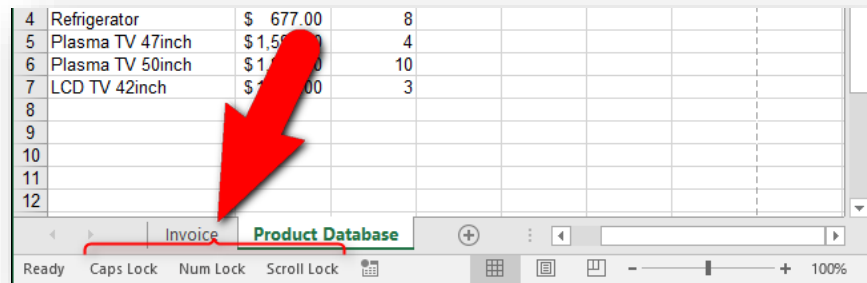
The "Cell Mode" option on the status bar is enabled by default and displays the current cell editing mode on the far left side of the status bar.

- "Ready" indicates a general state, ready for input.
- "Enter" displays when you select a cell and start typing, or press "F2" twice to start entering data.
- When you double-click a cell or press "F2" once on a cell to enter data directly in the cell, "Edit" displays as the cell mode.

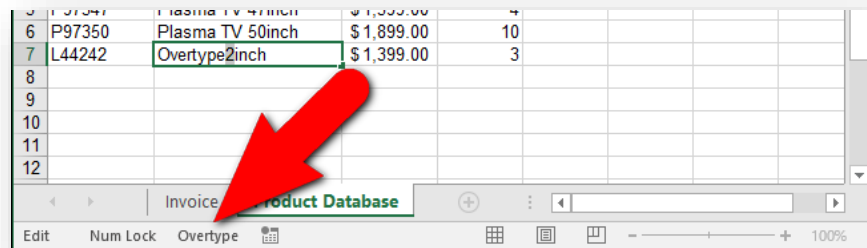
- Lastly, “Point” displays when you start to enter a formula and then click the cells to be included in the formula.



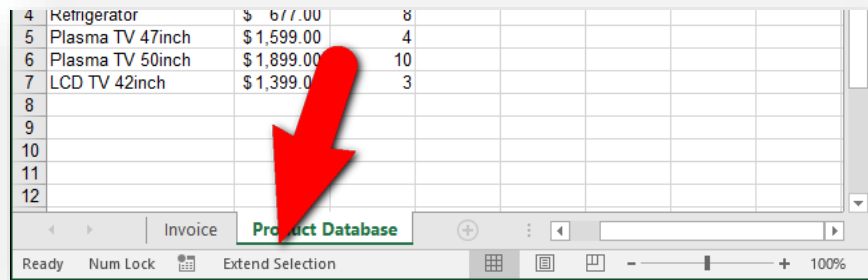
The “Caps Lock,” “Num Lock,” and “Scroll Lock” options are indicators that show whether these keyboard features are toggled on or off. Clicking on these indicators does not toggle the features on and off. You can only do so from the keyboard.



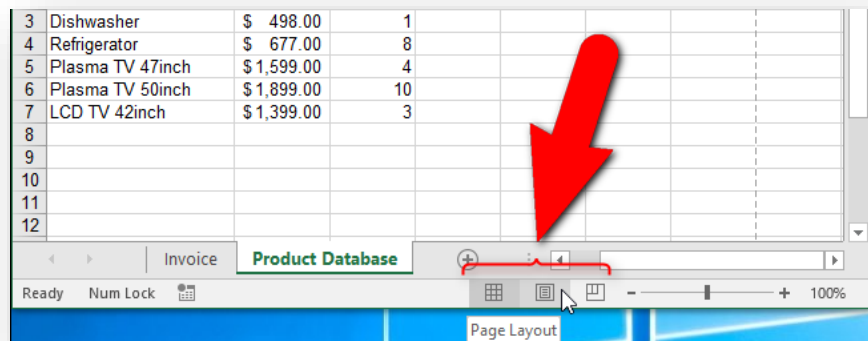
Most of the time, Excel is in “Insert Mode,” which inserts text you type without replacing the text that is already there. Overtyping Mode allows you to replace whatever is to the right of the insertion point as you type. The Insert key on your keyboard allows you to toggle between Insert Mode and Overtyping Mode.



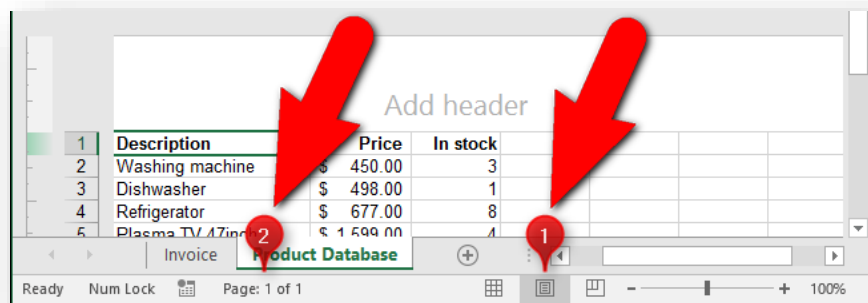
The Selection Mode option on the status bar is enabled by default and indicates which mode is being used when you are extending or adding to a selection of cells. “Extend Selection” displays on the status bar when you press “F8” to extend the current selection of contiguous cells using the arrow keys. When you want to add a non-contiguous cell or range of cells by pressing Shift+F8, “Add to Selection” displays on the status bar.



The View Shortcuts option is enabled by default and adds buttons to the status bar for displaying the “Normal” view, “Page Layout” view, and “Page Break Preview” view. Use these buttons to change the view of the current worksheet. Each worksheet in your workbook can have a different view.



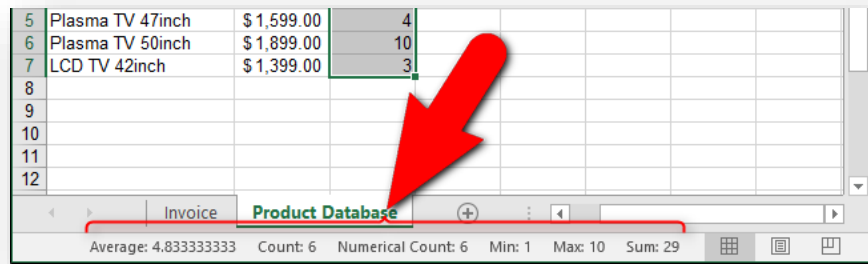
The Page Number option on the status bar is enabled by default and displays the current page number and total number of pages on the left side of the status bar. However, the page number only displays when the Page Layout view is selected from the View Shortcuts described above.



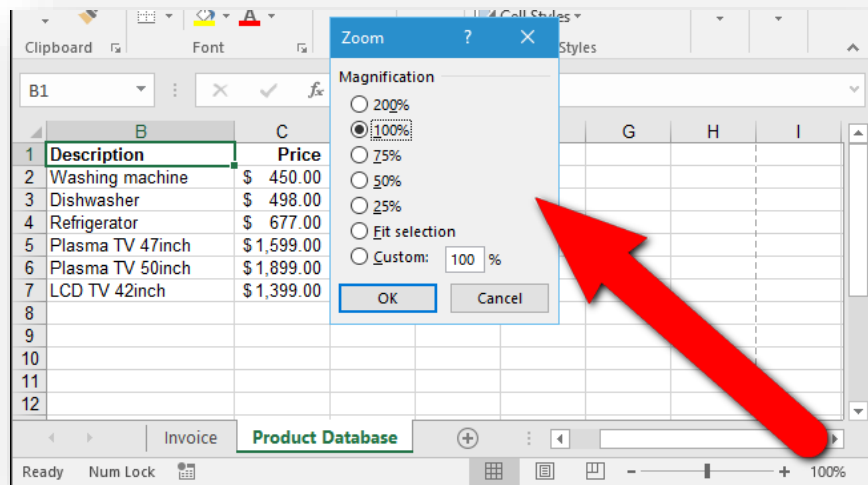
The Average, Count, and Sum options on the status bar are enabled by default.

- “Average” displays the average calculated from any selected cells containing numerical values.
- The number of cells currently selected that contain data is indicated by “Count”.
- “Sum” pretty much does what it says on the tin and displays the sum of the numerical values in the selected cells.

If you want to know how many cells in the current selection contain numerical values, turn on the “Numerical Count” option on the status bar. You can also find out the “Minimum” and “Maximum” numerical values in the currently selected cells.



The Zoom percentage and Zoom slider are enabled by default and allow you to zoom in to have a closer look at your worksheet, or zoom out to see more of your worksheet at once. Clicking the “Zoom” percentage on the far right side of the status bar opens the Zoom dialog box allowing you to select a percentage of magnification, fit the selection to the window, or enter a custom percentage. You can also use the Zoom slider to quickly zoom in and out or use the “Zoom Out” (minus) and “Zoom In” (plus) buttons.



Cranial Candy: Word Of The Week ...



bankster

PRONUNCIATION:

(BANGK-stuhr)



MEANING:

noun: A banker who engages in dishonest or illegal behavior.

USAGE:

“So far for example, no bankster has been indicted/convicted for having a major hand in running the global economy to the ground.”

Demise of the Prevalent Political Economy; *Capital* (Addis Abada, Ethiopia); Mar 11, 2013.

Although we do not “*repair*” computers, the **S.W.A.T. Team** (**S**tudents **W**ho **A**ssist [with] **T**echnology) on Level A of Carlson Library is always happy to help. Having an issue? Let us take a *swat* at it!

Something To Think About:



*Enjoy the little things in life because
one day you'll look back and realize
they were the big things.*

~ Kurt Vonnegut