INSIDE
THE CLARION UNIVERSITY LIBRARIES

JOIN US ON facebook CLICK HERE

In This Issue

- Research Project? We Can Help!

- What are *PsycInfo* and *PsycArticles*?

- Library Tip: Libraries Closed Easter Weekend

- What does Internet Privacy Mean to You?

- 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

Library Home

Your link to all of the Libraries' resources

Online Catalog

Search the Libraries' online catalog

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.

- 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.

Our friendly reference librarians are available to help you get started. Contact us at 814-393-2490. Clarion Online distance education students may call toll-free at 866-272-5612 (press 5 for Library). Our Chat, Zoom, and other online services are available at the through our **Ask a Librarian / LibAnswers** link on our Website. You can also schedule a one-on-one research consultation by emailing us at libsupport@clarion.edu.

What are *PsycInfo* and *PsycArticles*?

PsycInfo is an American Psychological Association database that is the world's largest resource devoted to peer-reviewed literature in behavioral science and mental health. It indexes and abstracts more than 2,200 peer-reviewed journals dating from 1800s. to the present. It contains nearly 5 million records.

PsycArticles is an American Psychological Association database that contains more than 220,000 full-text peer-reviewed articles from nearly 120 journals relating to the science of psychology and behavior.

PsycInfo and *PsycArticles are* available through the **Libraries Homepage**. In the "Research Resources" block, click on the **Databases A-Z** link, then scroll down the alphabetical list or use the link to jump to the "P" section of databases.

If you have questions or need assistance, our Chat and other online services are available at the **Ask a Librarian!/LibAnswers!** link on our Website.

Library Tip: Libraries Closed Easter Weekend

Carlson and Suhr Libraries will be closed this upcoming Easter weekend. They will close as normal on Friday and reopen Monday morning.

What does Internet Privacy Mean to You?

"It's official: Your browsing history can be sold to advertisers. Three years ago President Trump signed a measure reversing rules that would have required internet providers to get consent before selling your browsing history." (CNN Money)

That means that Internet Service Providers (ISPs) from your home, using your smartphone and other Wi-Fi networks can track your searches, sell that information to advertisers, or report it to third parties. Not only that, they can use the geo-locations from your mobile devices, even your internet-enabled car, to follow your movements, and sell or report that information, too.

Do you log into your healthcare provider to look at results of medical tests you have had performed? They can count how many times you go to that website and sell that information or report it to others, although they say they won't track medical sites. But the current laws are very vague.

What does this mean for the searching you do over the CUP network? Who provides that and who can keep track of your searches? Choose your internet browsers carefully. Always check your privacy settings. It might not help but make SURE you're using HTTPS sites for confidential info. Contact your ISP and see how they will use your browsing history.

To avoid tracking when using internet browsers, you may want to investigate browser extensions, such as Privacy Badger or uBlock Origin. Privacy-respecting search engines, such as DuckDuckGo and StartPage don't store your search history or location. Signal, available through WhatsApp offers phone messaging encryption. These and other alternatives may provide you with more peace of mind ("Three Easy Steps for Online Privacy," *Inside Higher Ed.com*, April 5, 2017).

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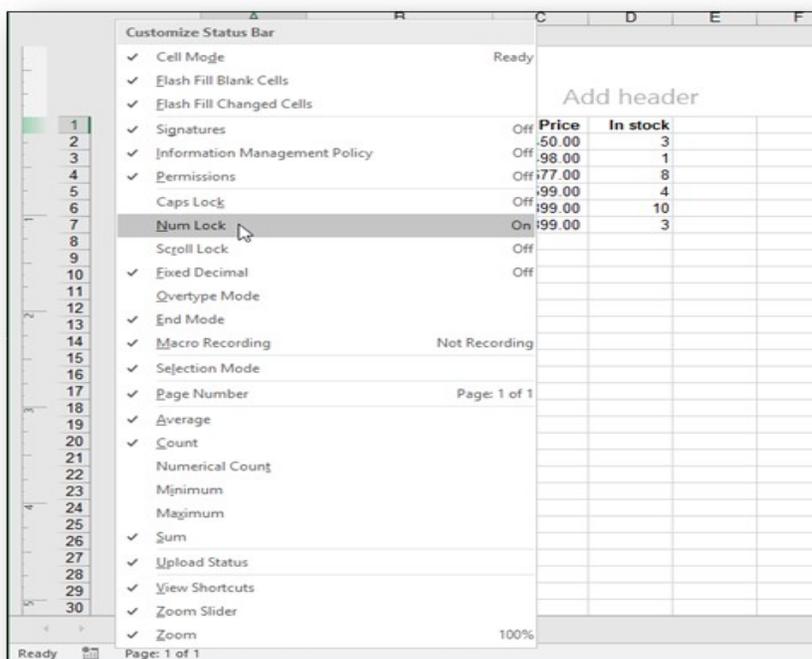
The "Cell Mode" option on the status bar is enabled by default and displays the current cell editing mode on the far left side of the status bar.

- "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 <u>enter a formula</u> and then click the cells to be included in the formula.
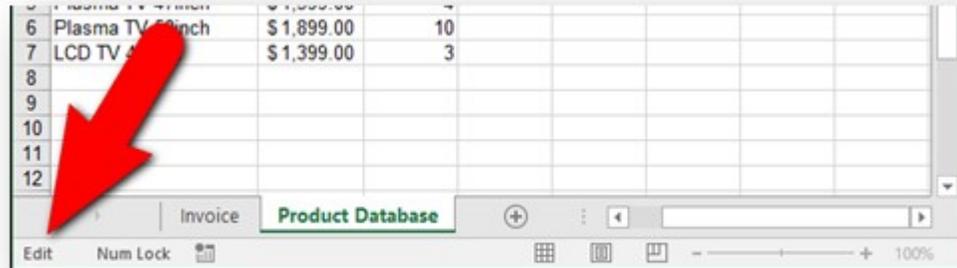
The "Caps Lock," "Num Lock," and "<u>Scroll Lock</u>" options are indicators that show whether these keyboard features are toggled on or off. Clicking on these indicators does not toggle the features on and off. You can only do so from the keyboard.
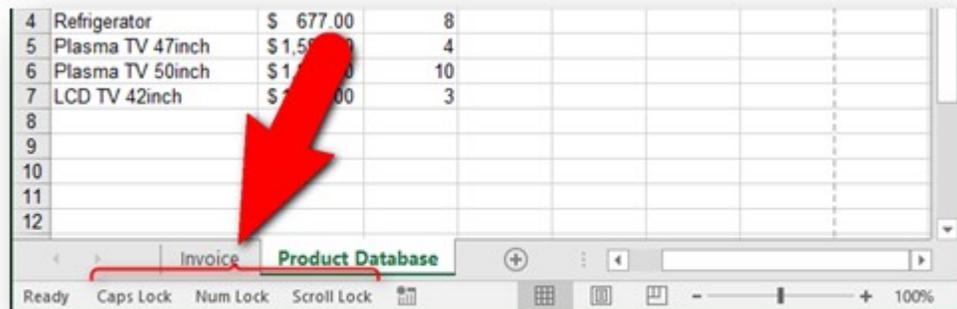
Most of the time, Excel is in "Insert Mode," which inserts text you type without replacing the text that is already there. Overtype Mode allows you to replace whatever is to the right of the insertion point as you type. The Insert key on your keyboard allows you to toggle between Insert Mode and Overtype 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.
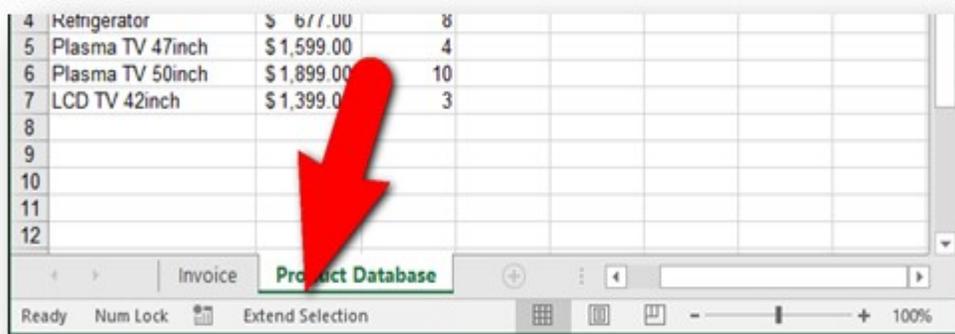
The View Shortcuts option is enabled by default and adds buttons to the status bar for displaying the "Normal" view, "Page Layout" view, and "Page Break Preview" view. Use these buttons to change the view of the current worksheet. Each worksheet in your workbook can have a different view.
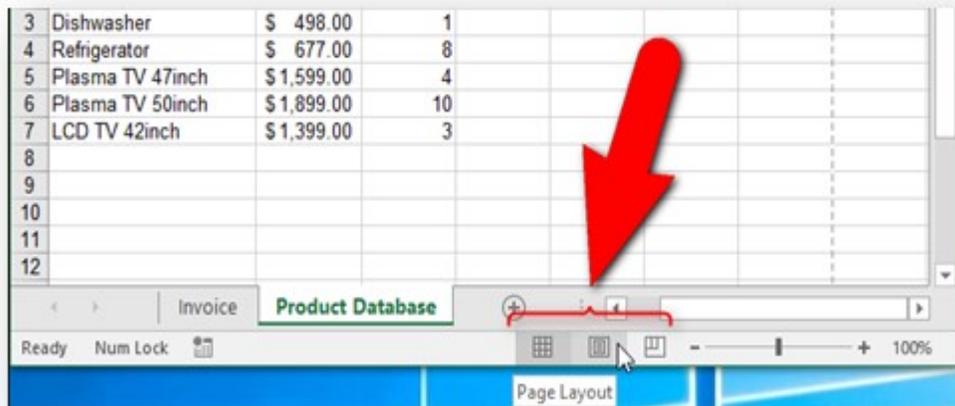
The Page Number option on the status bar is enabled by default and displays the current page number and total number of pages on the left side of the status bar. However, the page number only displays when the Page Layout view is selected from the View Shortcuts described above.
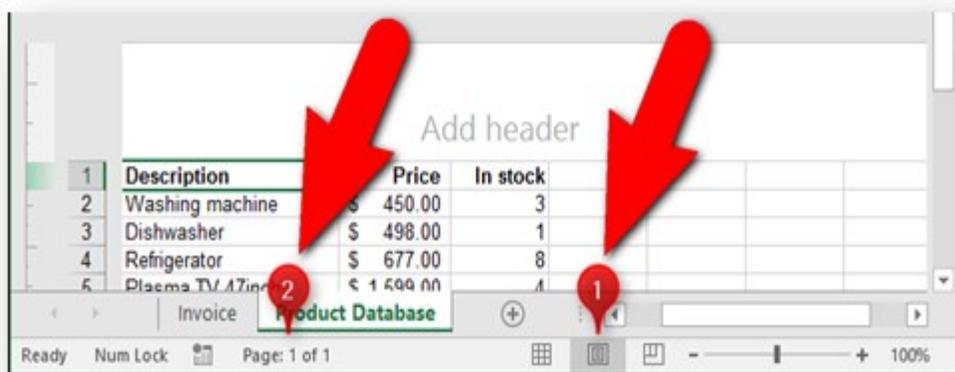
The Average, Count, and Sum options on the status bar are enabled by default.

- "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" 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.
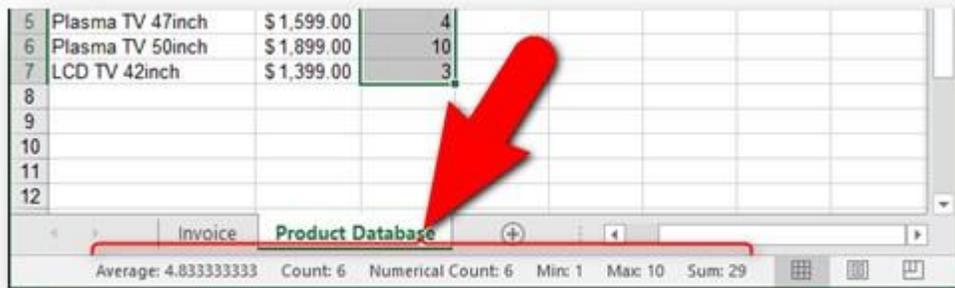
The Zoom percentage and Zoom slider are enabled by default and allow you to zoom in to have a closer look at your worksheet, or zoom out to see more of your worksheet at once. Clicking the "Zoom" percentage on the far right side of the status bar opens the Zoom dialog box allowing you to select a percentage 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.
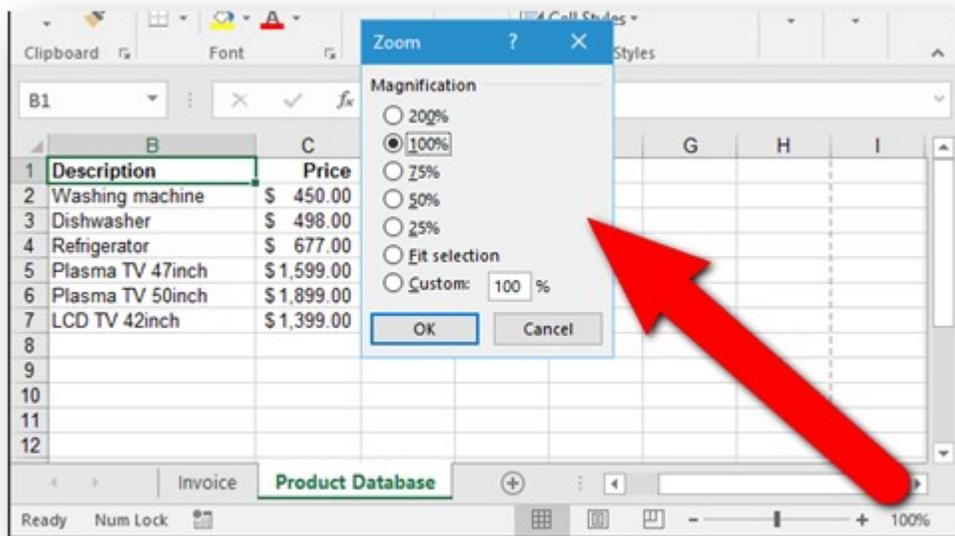
Cranial Candy: Word Of The Week …

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