ACE Workshops April and May 2025

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| **03-April Thursday 10:00**  **STUDY SKILLS**  **Using Reading in your Writing (Essentials):**  A look at how and why writers incorporate ideas and details from their reading in their writing and how you can do this in your own assignments. | **04-April Friday 10:00**  **STUDY SKILLS**  **Using Reading in your Writing (Advanced):**  A look at some of the choices writers can make in introducing their reading in their writing and some problematic areas. Please have one of your own recent drafts or assignments available so that you can consider it in the light of our discussion. | **08-April Tuesday 17:30**  **STUDY SKILLS**  **Creating an Academic Poster:**  A look at some functions and purposes of academic posters, where to start, and using PowerPoint Features. | **09-April Wednesday 12:30**  **EXCEL/DATA SKILLS**  **Starting with Excel Pivot tables and charts:**  Learn how to create pivot tables and charts to calculate, summarize, and analyse data so you can see comparisons, patterns, and trends in your data. Attend the Excel Starter workshop or book a one-to-one tutorial to learn the basics before you attend this workshop. |
| **10-April Thursday 13:30**  **EXCEL/DATA SKILLS**  **Introduction to Excel Layout and Basic Formatting:**  You will learn the layout of Excel and how functions are arranged in tabs and groups and where to find the most common formatting tools and functions. You will also learn the function of various shapes of pointers in Excel. You will work with functions in Font, Alignment and Number groups. | **14-April Monday 16:30**  **STUDY SKILLS**  **Advanced Reflection:**  Looks at the importance of reflection, theoretical approaches and structure of reflective writing. | **15-April Tuesday 12:30**  **EXCEL/DATA SKILLS**  **Pivot Table PLUS (Advanced):**  We will go a little deeper into Pivot Tables to group the data, use the filters, and explore the calculated felids. Please attend Starting with Pivot Tables before attending this workshop if this is your first time discovering Pivot Tables. | **17-April Thursday 18:30**  **STUDY SKILLS**  **Reading an Academic Article:** Discover techniques to take your reading ability further to better prepare you to use information in your assignments. |
| **26-April Saturday 15:00**  **STUDY SKILLS**  **Critically Building an Argument:** Explores the differences between descriptive and critical writing and looks at how to develop a line of reasoning to build up arguments in your work. | **28-April Monday 16:30**  **EXCEL/DATA SKILLS**  **Excel for calculations and formulae:**  You will be carrying out mathematical operations such as addition, subtraction, multiplication, and division using Excel. We will look at using the fill handle tool with relative cells and how to fix a cell. | **29-April Tuesday 19:00**  **STUDY SKILLS**  **Paragraph Structure:**  This session examines what a paragraph is, its function within an assignment, its essential components, and possible structural options. | **30-April Wednesday 18:00**  **STUDY SKILLS**  **Critical Thinking for your Studies:**  This session will consider what critical thinking is in an academic context, and how it can be applied to reading sources and writing assignments. |
| **1-May Thursday 16:30**  **EXCEL/DATA SKILLS**  **Data Visualisation- Working with Charts in Excel:**  Learn how to determine the best type of chart to fit your data set and how to work with the chart elements. |  |  |  |

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ACE Workshops May 2025

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| **01-May Thursday 16:30**  **EXCEL/DATA SKILLS**  **Data Visualisation- Working with Charts in Excel:**  Learn how to determine the best type of chart to fit your data set and how to work with the chart elements. | **02-May Friday 12:30**  **COMPUTING SKILLS**  **Python Basics 1 - Understanding Variable, Operations and Conditionals:**  Understand the basic concepts and syntax of Python through hands-on practices and exercises. | **06-May Tuesday 13:30**  **COMPUTING SKILLS**  **Python Basics 2 - Understanding Loops, Definition and Object-Oriented Programming:**  Take a step further to understand how to automate a simple task through python, to create a function and modularize a function. | **06-May Tuesday 19:00**  **STUDY SKILLS**  **Ulster Harvard Referencing:**  The basics of how and when to reference in your assignment. |
| **7-May Wednesday 12:30**  **STUDY SKILLS**  **Writing Introductions & Conclusions:**  Learn the basic features of effective introductions and conclusions. | **08-May Thursday 16:30**  **EXCEL/DATA SKILLS**  **Dashboard with Excel:**  Work with Pivot Table by developing a dashboard in Excel. If you are new to Excel, please ensure you attend **Starting with Pivot Table workshop** first or make a one-to-one appointment before attending this workshop. | **09-May Friday 10:00**  **STUDY SKILLS**  **Tackling Longer Assignments:**  Explores some of the challenges you might face when tackling longer pieces of writing (including dissertations or projects). Topics include time management, structuring longer assignments, writing cohesive paragraphs, and developing density and complexity in your writing. | **12-May Monday 16:30**  **EXCEL/DATA SKILLS**  **Logical and Conditional Functions in Excel:** Learn how to use IF, AND OR Functions in Excel for data analysis. |
| **13-May Tuesday 16:30**  **EXCEL/DATA SKILLS**  **Introduction to Excel Layout and Basic Formatting:**  Learn the layout of Excel and how functions are arranged and where to find the most common formatting tools and functions. You will also learn the function of various shapes of pointers in Excel. You will work with functions in Font, Alignment and Number groups. | **14-May Wednesday 11:00**  **COMPUTING SKILLS**  **Python Intermediate 1 - Web Crawling and Information Gathering:**  Learn how to efficiently and automatically extract key information from websites and online services using Python. | **15-May Thursday 10:00**  **STUDY SKILLS**  **Gen AI & Criticality:**  A look into how to use generative AI tools in a critical way in your studies, with a strong emphasis on the importance of keeping your own voice and adhering to ethical guidelines and your university's academic misconduct policy. | **15-May Thursday 17:30**  **EXCEL/DATA SKILLS**  **Excel for calculations and formulae:**  Carry out mathematical operations such as addition, subtraction, multiplication, and division using Excel. We will look at using the fill handle tool with relative cells and how to fix a cell. |

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| **17-May Saturday 10:00**  **STUDY SKILLS**  **Academic Style:**  Learn the conventions of academic writing and tips on how to develop your academic style. | **19-May Monday 16:30**  **STUDY SKILLS**  **Solent Harvard Referencing:**  The basics of how and when to reference in your assignment. | **21-May Wednesday 17:30**  **EXCEL/DATA SKILLS**  **Starting with Excel Pivot tables and charts**  Learn how to create pivot tables and charts to calculate, summarize, and analyse data so you can see comparisons, patterns, and trends in your data. Attend the **Excel Starter workshop or book a one-to-one tutorial** to learn the basics before you attend this workshop. | **22-May Thursday 16:30**  **COMPUTING SKILLS**  **Python Intermediate 2 –**  **Data Processing and Visualization**  Learn how to efficiently process data and visualize data through Python. |
| **23-May Friday 16:00**  **STUDY SKILLS**  **Generating Ideas with Generative AI**  Discuss how to use generative AI tools in your assignments, ethically and responsibly. We’ll look at how to generate possible ideas for assignments using AI tools, how to create useful prompts to input into AI tools and how to critically analyse results from generative AI platforms. | **27-May Tuesday 16:30**  **COMPUTING SKILLS**  **Python Intermediate 3 –**  **Math Operation and Data Analysis**  Learn how to efficiently use Python for data analysis and perform mathematic operations. | **28-May Wednesday 13:30**  **EXCEL/DATA SKILLS**  **Excel for calculations and formulae**  Carrying out mathematical operations such as addition, subtraction, multiplication, and division using Excel. We will look at using the fill handle tool with relative cells and how to fix a cell. | **29-May Thursday 11:00**  **STUDY SKILLS**  **Proof-reading and editing**  Explores the importance of improving written academic work though teaching strategies for editing and proofreading academic work. |
| **31-May Saturday 15:00**  **STUDY SKILLS**  **Analysis and Evaluation**  A hands-on look at the fundamentals of what it means to analyse and evaluate in everyday life and academia |  |  |  |