

Uses of Computers in Research (and some other Social Work activities)—09/09/10

Computer capability	Purposes	Examples
On-line searches	Searching for article citations and online articles and other resources	UMD Library databases— Social Work & Social Services Abstracts, WorldCat
Internet searches	Identify varied resources for research	Google Scholar; Google; Ask.com; Yahoo; USA.GOV
Electronic mail (email)	Correspond with other researchers Correspond with faculty supervisor	UMD system with Outlook; gmail, Hotmail
Word processing software	Writing questionnaires and forms Drafting and polishing reports Making charts and tables Organizing and analyzing qualitative data	Microsoft Word WordPerfect Google Docs
Database software	Monitor clients and programs Printing mailing labels Keeping track of subjects and data	Microsoft Access FileMaker Pro
Spreadsheet software	Calculation and statistics for quantitative data; storing data; budgets; creating charts and tables	Microsoft Excel Lotus 1-2-3 Google Spreadsheet
Drawing and painting software	Making figures and diagrams	MS Word Adobe Illustrator
Integrated software	Combines word processing, database, spreadsheets, drawing and other capabilities	Microsoft Office AppleWorks Google Apps
Quantitative data analysis	Analyze quantitative data, including descriptive and inferential statistics; making charts and graphs	Systat/Mystat SPSS SAS
Qualitative data analysis	Analyze qualitative data	Atlas/ti; NVivo
Bibliographies and references	Create bibliographies & reference lists	Endnotes
Presentation software	Present research findings	Keynote MS PowerPoint
Developing websites	Disseminate research findings	Dreamweaver Contribute