

# NVivo for Windows Classroom Workshop

## Day 1: NVivo Fundamentals (for Starter, Pro and Plus users)

This hands-on workshop is a basic introduction to NVivo and will provide you with the information and practice you need to get started with your own project. Using sample data, you'll create a project in NVivo and will work with textual data (Word documents and PDF files). You will be introduced to some basic queries and visualizations. Here's what we'll cover in Day 1:

### Introduction and Overview of Day

Discussion of participant goals and explanation of NVivo's three editions. An overview of NVivo, using a sample project.

### Creating a new project and setting up its structure in NVivo

Introduction to a Design Framework using sample project structure. Creating a new project. Understanding the NVivo Workspace and file structure; creating folders for sources, nodes, cases.

### Sources: Reflecting on data

Importing Word documents and PDF files. Reading and reflecting with annotations and memos.

### Coding

Creating and defining nodes. Coding, viewing coding, uncoding, moving and merging nodes. Coding on. Understanding the power of node structures.

### Exploring data: Lexical queries

Word frequency and text search queries.

### Cases and classifications

Classifications, attributes (variables), values, cases. Importing classification sheets.

### Exploring data: Coding queries and visualizations

Visualizing coding for a source or node; comparison and explore diagrams.

### On your own session: Working with your data