

## CCHT Volunteers' Training

### Tuesday 28 February 2011, 10.30-3.30

### Education/IT Room, Carlisle Archive Centre, Petteril Bank

Exploring Cumbrian History using MS Office Excel (Dr Michael Winstanley)  
Using Online Catalogues and Finding Aids (Dr Sarah Rose)

(Tea/Coffee from 10.00)

#### 10.30-12.30 Exploring Cumbrian History from government sources using MS Office Excel (Dr Michael Winstanley)

This session has two purposes:

- 1) it provides an introduction to the wealth of material in official Parliamentary publications from the 19<sup>th</sup> century;
- 2) it demonstrates how Excel (or Open Office Calc) spreadsheets and databases can be employed to analyse the information they contain, particularly to understand county-wide developments and to identify changes which occurred over time.

In addition to the census returns, the government collected information on an enormous range of subjects such as agriculture; industry, poor law, trade, licensed premises, schools, charities, etc. The purpose of this introductory session is to illustrate some of these sources and show how Excel can be used to analyse a specific topic and source (Religious Census of 1851) following this up with face-to-face training sessions and other projects for those who would like them. The intention is to post any findings on the CCHT website. Volunteers will need to have MS Office 2003, 2007 or 2010 or Open Office on their own computers and internet access BUT **no previous experience of Excel is required.**

Example of sources: Select Committee on Education 1818

1818.] Cumberland; Table. 127

N. B.—A line — denotes nil; a blank [ ] that there is no return; † school on the new plan, either National or British and Foreign; ‡ Dames school; \* that there is other property.

PARISHES, or CHAPELS.			ENDOWMENTS.			Un-Endowed DAY-SCHOOLS.		Un-Endowed SUNDAY SCHOOLS.	
Names.	Population in 1811.	Poor in 1813.	Number.	Children.	Revenue. £. s. d.	Number.	Children.	Number.	Children.
ADDINGHAM - - -	550	33	1	40	70 0 0	1	30	—	—
			1	25	50 0 0	—	—	—	—
AIKTON - - - - -	614	21	1	30	40 0 0	—	—	—	—
			1	3	7 15 0	—	—	—	—
AINSTABLE & Rushroft -	431	16		30 cr.		—	—	—	—

Example of sources: Registrar of Friendly Societies return 1910

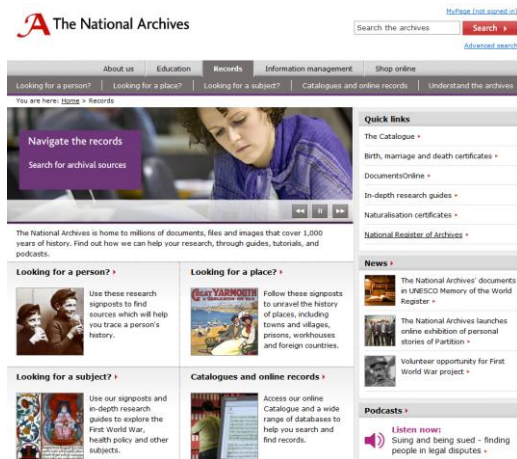
**CUMBERLAND, 1910.**

FRIENDLY SOCIETIES.					
Register Number.	Registered Office.	Name of Society.	Date of Establishment.	Number of Members at end of Year.	Amount of Funds at end of Year.
51	Lamplugh Friendly Society - -	Lamplugh Cross, Lamplugh, Cocker-month.	1788	184	£ 2,062
201	Carlisle Funeral Friendly Society -	Vinduct Temperance Hotel, Carlisle	1848	3,381	7,567

**PTO**

### 1.30 - 3.30 Using Online Catalogues and Finding Aids (Dr Sarah Rose)

This session offers an introduction to online catalogues vital for VCH research, including the National Archives catalogue, Manorial Documents Register, A2A, and the new Cumbria Archive Service catalogue, CASCAT. Demonstrations and examples of catalogue searches will be given, after which members of the group will be provided with exercises to work through. The aim of this session is for participants to be able to identify and list potential archival sources for the parish(es)/township(s) or topics in which they are particularly interested.



VCH volunteers are welcome to attend one or both of these sessions.

**PLEASE NOTE:** as the number of computers at Carlisle Archive Centre is limited, we will offer places on a first-come-first-served basis.

Tea/coffee will be provided from 10.00 and at 12.30. Please bring your own lunch.

To book your place, please fill in the attached form and return to Marion McClintock at the address on the form or via email to: [m.mcclintock@lancaster.ac.uk](mailto:m.mcclintock@lancaster.ac.uk)

Please state which session(s) you would like to attend.