Computer Science Syndicate (continued)
NON-SPECIALIST COURSES

The courses listed below each take the form of two self-paced practical sessions, during which students work at their own speed through a workbook containing notes and exercises. A Demonstrator provides individual help and advice.

In the Michaelmas Term the courses will be held for the last time as follows:

3, 4, 5 November (10.30 a.m.–12.30 p.m. in the Oriental Studies Basement)
20, 23, 24 November (2.15–4.15 p.m. in the Old Music School)

The course is also available as a self-instruction pack from Computing Service Sales; this version is suitable for anyone who has previous experience of using a word processor. Students may make use of the workstations in the Phoenix User Area on the New Museums Site, the Old Music School in Downing Place, or the Sidgwick Computing Facility, and it is necessary to have a PWF identifier to use these facilities: contact Computing Service Reception for an application form.

Anyone requiring further details should contact the course manager, Miss C. H. Northeast (e-mail: chn2@cam.ac.uk, telephone 334638).

Word Processing for Beginners (Word for Windows)　MISS C. H. NORTHEAST

This 3-session practical course covers the most commonly used features of a word processor which is widely used on PCs: Microsoft Word 97 for Windows 95/NT4. This is a self-paced practical course, based on a workbook and disk containing notes and exercises. No previous experience of computers is necessary, although extra sections and exercises are available for those who would like further practice. A certificate of attendance will be issued to those who successfully complete the course.

A charge of £3.50 is made to cover the cost of the workbook and other materials.

IT/COMPUTER TRAINING COURSES (Michaelmas Term 1998)

The Computing Service offers the following IT training courses which are free for current students and staff of the University only, although in some cases there is a small charge for materials. Most courses start at 2.15 p.m. and end by 5 p.m. and are held at the New Museums Site, but there are exceptions so please check times and venues when registering. Some are entirely practical, while others take the form of a lecture and demonstration followed by a practical session, and a few consist of a lecture only. For all-practical sessions which have a limited number of places, priority will be given to those who have booked in advance and arrive in good time. Self-paced 'teach-yourself' modules are also available (see below). A printed timetable giving times and locations, and a booklet containing course descriptions may be obtained from Computing Service Reception; this information is also provided on the World Wide Web (URL http://www.cam.ac.uk/CS/Courses/). The next programme will be in the Lent Term, starting in January 1999. Note that the Computing Service also provides documentation on many topics in the form of handouts, information sheets and leaflets (see Web page http://www.cam.ac.uk/CS/Docs/ or request a copy of handout H9 *Publications Available*).

It is essential to register in any of the following ways: in person at Computing Service Reception (New Museums Site, Pembroke Street), phone (3)34662 or electronically i.e. completing a form on the World Wide Web (http://www.cam.ac.uk/CS/Courses/) or sending an email message to course-admin@ucs.cam.ac.uk Please note that only electronic (Web and email) bookings will be confirmed, and reminders only sent if a valid email address is supplied. A standby system is used for oversubscribed courses. If unable to attend for any reason, please cancel your booking giving as much notice as possible so that someone else may take the place, and to avoid waste of resources such as excess copies of printed notes.

General Introductory Presentation

MR R. J. STIBBS	*Computing in Cambridge: Introductory Overview of Facilities*	Oct. 9

Courses on the Internet including Electronic Mail, World Wide Web and HTML

MS M. Z. CARR	*Email using Mulberry on Macintoshes: Introduction**	Oct. 20; Nov. 19
MR B. LANDY	*Email using Pine on PCs and Unix: Slower Introduction*	Oct. 29
MR B. LANDY	*Email using Pine on PCs and Unix: Faster Introduction**	Oct. 7
MR B. LANDY	*Pine Tricks of the Trade (Including Using Attachments)**	Nov. 3
MR R. J. STIBBS	*World Wide Web for Beginners: Introductory Practical* (mornings)	Oct. 6; Oct. 16; Nov. 4; Nov. 23
MR R. J. STIBBS	*World Wide Web: Further Exploration** (mornings)	Oct. 21; Dec. 4
MR B. K. OMOTANI	*Accessing the Internet: Overview of Services and Tools**	Nov. 2
MR R. J. STIBBS	*Writing Web Pages Using HTML: Introduction**	Oct. 7 (a.m.); Oct. 23; Nov. 11 (a.m.); Dec. 7
MS H. V. SARGAN	*HTML 3.2 in More Detail: Intermediate**	Oct. 30; Dec 10 (a.m.)
MS H. V. SARGAN	*Advanced HTML and Associated Technologies: Overview**	Nov. 4
MS H. V. SARGAN	*Advanced HTML Follow up Practical Workshop*	Nov. 6 (a.m.)
MR R. J. STIBBS	*Graphics Manipulation for the World Wide Web**	Nov. 17
MS H. V. SARGAN	*Designing and Managing a Web Site**	Nov. 3
MR R. J. STIBBS	*Managing Lightweight WWW Servers (Windows NT4)**	Nov. 10
MR R. J. DOWLING	*Managing a WWW Server on a Unix System**	Nov. 18

Courses on Using Personal Computers

MR V. R. WOODLEY	*Windows 95/NT4: Basic Introduction for New Users*	Oct. 12; Oct. 30
MR V. R. WOODLEY	*Windows 95/NT4: Taking the Basics a Little Further**	Nov. 5
MR V. R. WOODLEY	*Windows 95/NT4: Overview for Windows 3.1 Users**	Oct. 22
MS S. C. ROGERS	*Windows 95/NT4: Top 10 Tools (File Transfer, News, Viruses etc.)**	Nov. 13
DR C. P. BARTLET	*Macintosh for Beginners: Part 1*	Oct. 14; Nov. 9
DR C. P. BARTLET	*Macintosh for Beginners: Part 2**	Oct. 15; Nov. 10
DR C. P. BARTLET	*Macintosh: What's New in OS 8**	Oct. 27
MS S. C. ROGERS	*Macintosh: Top 10 Tools (File Transfer, News, Viruses etc.)**	Nov. 20

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* Indicates that some prior knowledge or experience is required (either basic computing skills and/or knowledge of the application as detailed in the individual course descriptions). In all cases this may be acquired by attending one or more of the introductory courses.

Computer Science Syndicate (continued)

IT/COMPUTER TRAINING COURSES (continued)

Courses on Word Processing, Desktop Publishing and Related Topics

MISS C. H. NORTHEAST	*Word 97 (for Windows 95/NT) for Beginners* (£3.50; self-paced)	Nov. 3–5 (a.m. Sidgwick); Nov. 20, 23 and 24
MR V. R. WOODLEY	*Word 97 (for Windows 95/NT4): Basic Part 1**	Oct. 15
MR V. R. WOODLEY	*Word 97 (for Windows 95/NT4): Basic Part 2**	Oct. 16
MR V. R. WOODLEY	*Word 97: Intermediate**	Nov. 12
MR V. R. WOODLEY	*Word 97: Advanced**	Dec. 8
DR C. P. BARTLET	*Word 98 on Macintosh: Introduction**	Oct. 19; Nov. 18
DR C. P. BARTLET	*Word 98 on Macintosh: Advanced**	Dec. 4
MS K. M. JEARY AND MR R. J. DOWLING	*LaT$_E$X (Text processing on UNIX and other systems): Introduction*	Oct. 28–29
DR C. P. BARTLET	*Desktop Publishing using PageMaker 6.5: Introduction**	Nov. 16
MR R. J. STIBBS	*PowerPoint for Foils, Slides and Handouts: Introduction**	Oct. 28; Nov. 25
MR R. J. STIBBS	*PowerPoint: Advanced**	Dec. 1
DR J. L. DAWSON AND DR R. RODD	*EndNote for Computerised Bibliographies: Introduction**	Oct. 26 (Sidgwick site); Nov. 24 (Sidgwick site)

Courses on the Unix System and Related Topics

MS M. Z. CARR	*Unix System: Introduction* (practicals start 1.30 p.m., lectures 2 p.m.)	Oct. 8–9; Oct. 26–27; Dec. 2–3
MR R. J. DOWLING	*Unix Systems: Further Use**	Nov. 12
MR R. J. DOWLING	*Configuring X on UNIX System**	Nov. 24

Courses on Spreadsheets, Databases, Statistical Software, Programming etc.

DR P. CALLOW	*Simple Questionnaire Design and Data Entry*	Nov. 19
MS S. C. ROGERS	*Excel 97/98 (Spreadsheet Package): Introduction**	Oct. 13; Nov. 11; Dec. 8 (a.m.)
MS S. C. ROGERS	*Excel 97/98: Intermediate**	Nov. 30
MS K. J. ROEM	*Access 97 (Database Package): Introduction** (Two sessions)	Oct. 20–21; Nov. 16–17 (a.m.)
MR S. PRIDE	*Access 97: Further Use** (Two sessions)	Nov. 26–27
MR R. J. STIBBS	*FileMaker Pro 3.0 (Database Package): Practical Introduction**	Nov. 13 (a.m.)
MR D. J. HARRISON	*Oracle (Relational Database Management System): Introduction*	Dec. 9–11
DR P. CALLOW	*SPSS (Statistical Package): Introduction** (Three Sessions)	Oct. 14, 19, 22; Nov. 18, 20, 24
DR P. CALLOW	*SPSS: Converting to SPSS 8.0 from Earlier Versions**	Nov. 2
MS S. C. ROGERS	*Photoshop (Image/Photo Editing Software): Demonstration*	Nov. 6
DR S. KEARSEY	*ARC/INFO (Geographical Information System): Overview*	Oct. 16
DR S. KEARSEY	*Simple C Programming** (Three sessions)	Nov. 19, 23 and 25
MR R. J. DOWLING	*Java Overview**	Nov. 9
DR P. HAZEL	*PERL Scripting/Programming Language: Introduction**	Nov. 20

Computer Science Syndicate (continued)

IT/COMPUTER TRAINING COURSES (continued)

Teach-Yourself Computer Training Courses

In addition to the programme of formal courses, a selection of self-paced training material is provided for loan, or in some cases purchase, from Computing Service Reception, New Museums Site, Pembroke Street. Modules on offer at the time of going to press are listed below, but new ones are added from time to time. As well as duplicating topics covered on the taught courses, for the benefit of those who cannot attend or who prefer this method of learning, they cover other subjects and also more advanced levels. It is advisable to ring (3)34662 to check availability beforehand. A deposit of £50 is required for courses which are borrowed; this usually takes the form of a cheque which is returned when the material is brought back on time and in good, fully usable condition. In most cases it is necessary for the modules to be used on a computer with the correct version of the software installed. As with most commercial software, there are licence restrictions which forbid copying of courseware, unless expressly permitted. For information about a particular module, see the description either on the World Wide Web (http://www.cam.ac.uk/CS/Courses/) or the booklet which is available on request from Reception.

†Can only be used on a computer with the correct (or compatible) version of the software.

Typing Tutors (for Macintosh and IBM PC)	Disks may be borrowed (£50 deposit required).
The Online Netskills Interactive Course	Tutorial accessed with a Web broswer (http://www.netskills.ac.uk/TONIC/)
Macintosh System 7.0 (2 levels)†	Audio tape and disk may be borrowed (deposit).
MS Office 4.2 (Word 6/Excel 5/PowerPoint 4) on Mac†	CD-ROM may be borrowed (deposit).
Word 5.0 on Macintosh (3 levels)†	Audio tape and disk may be borrowed (deposit).
Word 6.0 on Macintosh†	CD-ROM may be borrowed (deposit).
Excel 5.0 on Macintosh (3 levels)†	Audio tape and disk may be borrowed (deposit).
FileMaker Pro 3.0 on Macintosh†	CD-ROM may be borrowed (deposit).
Filemaker Pro 2.1 on Macintosh: Introduction†	Audio tape and disk may be borrowed (deposit).
PageMaker 5.0 on Macintosh (3 levels)†	Audio tape and disk may be borrowed (deposit).
QuarkXPress 3.2/3/3 on Macintosh†	CD-ROM may be borrowed (deposit).
Adobe Photoshop 3.0 and 4.0 on Macintosh†	CD-ROMs may be borrowed (deposit).
Windows 95 on IBM PC (3 levels)†	Audio tape and disk may be borrowed (deposit).
Windows 3.1 on IBM PC†	Audio tape and disk may be borrowed (deposit).
MS Office 95 (Word 7/Excel 7/Access 7/PowerPoint 7)†	CD-ROM may be borrowed (deposit).
Word 97 for Windows 95/NT	CD-ROM may be borrowed (deposit).
Word 97 for Windows 95/NT4 (4 levels)†	Workbooks and disks may be borrowed (deposit).
Word 97 for Windows 95/NT4 for Beginners	Pack may be purchased (£3.50)
Word 7.0 for Windows 95	CD-ROM may be borrowed (deposit).
Word 6.0 for Windows 3.1 for Beginners†	Pack may be purchased (£3.50)
PowerPoint 97 for Windows 95/NT4	CD-ROM may be borrowed (deposit).
PowerPoint 7.0 for Windows 95	CD-ROM may be borrowed (deposit).
Excel 97 for Windows 95/NT4	CD-ROM may be borrowed (deposit).
Excel 97 for Windows 95/NT4 (4 levels)†	Workbook with disk may be borrowed (deposit).
Excel 7.0 for Windows 95	CD-ROM may be borrowed (deposit).
Excel 5.0 for Windows 3.1 for Beginners†	Pack may be purchased (£3.50)
Access 97 for Windows 95/NT4	CD-ROM may be borrowed (deposit).
Access 97 for Windows 95/NT4 (3 levels)†	Workbooks with disks may be borrowed (deposit).
Access 2.0 for Windows 3.1 (2 levels)†	Audio tape and disk may be borrowed (deposit).
Access 2.0 for Windows 3.1 Introduction	Video may be borrowed (deposit).
Databases for Academic Work Using Access 2.0†	Workbook with disk may be borrowed (deposit).
Vista eXceed Introduction†	Leaflet M521 may be purchased (15p).
UNIX Text Manipulation Tools	Workbook may be purchased (£3).
Programmer Support Tools on UNIX – make	Leaflet U60 may be purchased (90p).
SAS (Statistical Package): Hands-on Introduction†	Leaflet U92 may be purchased (30p).
Genstat (Statistical Package) Release 3†	Course book may be purchased (£5).
Programming in C (2 levels)	Videos may be borrowed (deposit).
C Programming (not for absolute novices)	CD-ROM may be borrowed (deposit).
Programming in C++	Videos may be borrowed (deposit).
C++ Programming for C Programmers	CD-ROM may be borrowed (deposit).
Java Tutorial (N.B. Covers JDK 1.0 not 1.1)	CD-ROM may be borrowed (deposit).
Programming Java Applets: Introduction	CD-ROM may be borrowed (deposit).
Programming Java and Core Class Libraries	CD-ROM may be borrowed (deposit).
Visual Café (Symantec Java development tool)	CD-ROM may be borrowed (deposit).
Programming in Fortran 77†	Pack may be purchased (£3).