

Computer Sciences Syndicate (continued)

IT/COMPUTER TRAINING COURSES (Michaelmas Term 1999)

The Computing Service offers the following IT training courses which are free for current students and staff of the University, except for a few which are run by external organisations for which it is necessary to charge. 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 2000. 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 one of the following ways (in order of preference):

- Complete a form on the World Wide Web (<http://www.cam.ac.uk/CS/Courses/>)
- Send an email message to course-admin@ucs.cam.ac.uk
- In person at Computing Service Reception, New Museums Site, Pembroke Street
- Telephone (3)34662

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 bookings 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.

* 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.

General Introductory Presentation

MR R. J. STIBBS	<i>Computing in Cambridge: Introductory Overview of Facilities</i>	Oct. 6
-----------------	--	--------

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

MR B. LANDY	<i>Email using Pine on PCs and Unix: Introduction*</i>	Oct. 28
MS M. Z. CARR	<i>Email using Mulberry: Introduction*</i>	Nov. 1
MR B. LANDY	<i>Pine Tricks of the Trade (Including Using Attachments)*</i>	Nov. 10
MR R. J. STIBBS	<i>World Wide Web for Beginners: Introductory Practical</i>	Oct. 8 (a.m.); Oct. 25 (a.m.); Nov. 11 (a.m.)
MR R. J. STIBBS	<i>World Wide Web: Further Exploration*</i>	Oct. 21 (a.m.); Dec. 3 (a.m.)
MR R. J. STIBBS	<i>Writing Web Pages Using HTML: Introduction*</i>	Oct. 4 (a.m.); Oct. 13; Nov. 5; Nov. 18 (a.m.); Nov. 30
MS H. V. SARGAN	<i>HTML 4 in More Detail: Intermediate*</i>	Oct. 19; Dec. 6 (a.m.)
MS H. V. SARGAN	<i>Advanced HTML and Associated Technologies: Overview*</i>	Nov. 2
MS H. V. SARGAN	<i>Advanced HTML Follow-up Practical Workshop*</i>	Nov. 3 (a.m.)
MS H. V. SARGAN	<i>JavaScript: Introduction*</i>	Nov. 10
EXTERNAL TRAINER	<i>Dynamic Web Pages with JavaScript* (External; £50)</i>	Nov. 16 (whole day)
EXTERNAL TRAINER	<i>Databases and the Web* (External; £50)</i>	Nov. 17 (whole day)
MR R. J. STIBBS	<i>Graphics Manipulation for the World Wide Web*</i>	Oct. 27
MS H. V. SARGAN	<i>Designing and Managing a Web Site*</i>	Nov. 19
MR R. J. STIBBS	<i>Setting Up a WWW Server on Windows NT4*</i>	Nov. 9
MR R. J. DOWLING	<i>Managing a WWW Server on a Unix System* (Two sessions)</i>	Nov. 29–30

Courses on Using Personal Computers

MR V. R. WOODLEY	<i>Windows 95/98/NT: Basic Introduction for New Users</i>	Oct. 11; Oct. 29
MR V. R. WOODLEY	<i>Windows 95/98/NT: Taking the Basics a Little Further*</i>	Nov. 12
MS S. C. ROGERS	<i>Windows 95/98/NT: Top 10 Tools (File Transfer, News, Viruses)*</i>	Nov. 4
DR C. P. BARTLET	<i>Macintosh for Beginners: Part 1</i>	Oct. 12; Nov. 16
DR C. P. BARTLET	<i>Macintosh for Beginners: Part 2*</i>	Oct. 13; Nov. 17
MS S. C. ROGERS	<i>Macintosh Top 10 Tools (for File Transfer, News, Viruses)*</i>	Nov. 26

Courses on Word Processing, Desktop Publishing and Related Topics

MISS C. H. NORTHEAST AND MR M. TEN WOLDE	<i>Word 97 for Beginners (Three sessions; self-paced)</i>	Nov. 2–4
MR V. R. WOODLEY	<i>Word 97 (for Windows 95/NT4): Basic Part 1*</i>	Oct. 14
MR V. R. WOODLEY	<i>Word 97 (for Windows 95/NT4): Basic Part 2*</i>	Oct. 15
MR V. R. WOODLEY	<i>Word 97: Intermediate*</i>	Nov. 26
MR V. R. WOODLEY	<i>Word 97: Advanced*</i>	Dec. 6
DR C. P. BARTLET	<i>Word 98 on Macintosh: Introduction*</i>	Oct. 19; Nov. 19
DR C. P. BARTLET	<i>Word 98 on Macintosh: Advanced*</i>	Nov. 24
MS K. M. JEARY AND MR R. J. DOWLING	<i>LaT_EX (Text processing on UNIX and other systems): Introduction</i>	Nov. 8–9
DR C. P. BARTLET	<i>PageMaker (Desktop Publishing): Introduction*</i>	Nov. 5
MS S. C. ROGERS	<i>Quark Xpress (Desktop Publishing): Introduction*</i>	Dec. 1
MISS C. H. NORTHEAST AND MR M. TEN WOLDE	<i>PowerPoint 97 for Beginners: Quick Start (self-paced)</i>	Nov. 3; Nov. 4
MR R. J. STIBBS	<i>PowerPoint for Foils, Slides and Handouts: Introduction*</i>	Oct. 15 (a.m.); Nov. 25
MR R. J. STIBBS	<i>PowerPoint: Advanced Workshop*</i>	Dec. 7
DR J. L. DAWSON AND DR R. RODD	<i>EndNote for Computerised Bibliographies: Introduction*</i>	Oct. 21 (<i>Sidgwick Site</i>); Nov. 23 (<i>Sidgwick Site</i>)

Courses on the Unix System and Related Topics

MS M. Z. CARR	<i>Unix System: Introduction (practicals start 1.30 p.m., lectures 2 p.m.)</i>	Oct. 7–8; Oct. 25–26; Dec. 2–3
MR R. J. DOWLING	<i>Unix Systems: Further Use*</i>	Nov. 3
MR R. J. DOWLING	<i>Configuring X on UNIX Systems*</i>	Nov. 23
MR R. J. DOWLING	<i>Linux System Administration* (Five days)</i>	Dec. 13–17 (all day)

Computer Sciences Syndicate (continued)**IT/COMPUTER TRAINING COURSES (Michaelmas Term 1999) (continued)****Courses on Spreadsheets, Databases, Statistical Software, Programming etc.**

DR P. CALLOW	<i>Simple Questionnaire Design and Data Entry</i>	Nov. 25
MISS C. H. NORTHEAST	<i>Excel 97 for Beginners</i> (Three sessions; self-paced)	Nov. 2-4
AND MR M. TEN WOLDE		
MS S. C. ROGERS	<i>Excel 97/98 (Spreadsheet Package): Introduction*</i>	Oct. 5 (a.m.); Oct. 22; Nov. 22
MS S. C. ROGERS	<i>Excel 97/98: Intermediate*</i>	Nov. 1; Dec. 7 (a.m.)
MS K. J. ROEM	<i>Access 97 (Database Package): Introduction*</i> (Two sessions)	Oct. 6-7 (a.m.); Oct. 25-26; Dec. 2-3
MS K. J. ROEM	<i>Access 97: Further Use*</i> (Two sessions)	Nov. 8-9
MS K. J. ROEM	<i>Access 97: Further Use*</i> (Two sessions; self-paced)	Dec. 8-9 (a.m.)
MR R. J. STIBBS	<i>FileMaker Pro 3.0 (Database Package): Practical Introduction*</i>	Nov. 24
MR D. J. HARRISON	<i>Oracle (Relational Database Management System): Introduction</i>	Dec. 8-10
DR P. CALLOW	<i>SPSS (Statistical Package): Introduction*</i> (Three sessions)	Oct. 12, 18, 21; Nov. 15, 19, 24
MS S. C. ROGERS	<i>Photoshop (Image/Photo Editing Software): Demonstration</i>	Nov. 15
MS S. C. ROGERS	<i>Photoshop: Techniques for Photographers - Demonstration*</i>	Dec. 10
DR S. KEARSEY	<i>ARC/INFO (Geographical Information System): Overview</i>	Oct. 15
DR S. KEARSEY	<i>Simple C Programming*</i> (Three sessions)	Nov. 18, 22, 24
MR R. J. DOWLING	<i>Java Overview*</i>	Nov. 11
DR P. HAZEL	<i>PERL Scripting/Programming Language: Introduction*</i>	Nov. 26

Computer Sciences Syndicate (continued)

IT/COMPUTER TRAINING COURSES (Michaelmas Term 1999) (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 models to be used on a computer with the correct version of the software installed; in some but not all cases Computing Service facilities may be used. 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 browser (http://www.netskills.ac/uk/TONIC/)
Creating Effective Web Pages (Two levels) (Mac/PC)	CD-ROM may be borrowed (deposit).
Website Development Made Easy (Three levels)	CD-ROM may be borrowed (deposit).
Macintosh OS8 (Three levels)	CD-ROM may be borrowed (deposit).
MS Office 4.2 (Word 6/Excel 5/PowerPoint 4) (Mac)†	CD-ROM may be borrowed (deposit).
Word 98 (Mac) (Six levels)	CD-ROM may be borrowed (deposit).
Word 6.0 (Mac)†	CD-ROM may be borrowed (deposit).
EndNote (Mac/WinNT/Win3.1)	Workbooks may be purchased (30p).
Excel 98 (Mac) (Six levels)	CD-ROM may be borrowed (deposit).
Filemaker Pro 3.0 (Mac)†	CD-ROM may be borrowed (deposit).
FileMaker Pro 4.0: Relational Databases (Mac)†	CD-ROM may be borrowed (deposit).
FileMaker Pro 2.1 (Mac): Introduction†	Audio tape and disk may be borrowed (deposit).
PageMaker 6.5 (Mac) (Four levels)	CD-ROM may be borrowed (deposit).
PageMaker 5.0 (Mac) (Three levels)†	Audio tape and disk may be borrowed (deposit).
QuarkXPress 4.0 (Three levels) (Mac/PC)	CD-ROM may be borrowed (deposit).
QuarkXPress 3.2/3.3 (Mac)†	CD-ROM may be borrowed (deposit).
Photoshop 5.0 (Two levels) (Mac/PC)	CD-ROM may be borrowed (deposit).
Adobe Photoshop 3.0 and 4.0 (Mac)†	CD-ROMs may be borrowed (deposit).
Windows 95 on IBM PC (Three levels)†	Audio tape and disk may be borrowed (deposit).
Windows 98 (Four levels)	CD-ROM may be borrowed (deposit).
Basic PC Hardware and Troubleshooting (Five levels)	CD-ROM may be borrowed (deposit).
MS Office 95 (Word 7/Excel 7/Access 7/PowerPoint 7)†	CD-ROM may be borrowed (deposit).
Word 97 (Win95/NT)	CD-ROM may be borrowed (deposit).
Word 97 (Four levels)†	Workbooks and disks may be borrowed (deposit).
Word 97 for Beginners†	Pack may be purchased (£3.50).
Word 7.0 (Win 95)	CD-ROM may be borrowed (deposit).
Word 6.0 (Win 3.1) for Beginners†	Pack may be purchased (£3.50).
PowerPoint 97 (Win95/NT)	CD-ROM may be borrowed (deposit).
PowerPoint 97 (Win95/NT) for Beginners: Quick Start	Workbook may be purchased (50p).
PowerPoint 7.0 for Windows 95	CD-ROM may be borrowed (deposit).
PowerPoint 97 (Three levels)†	Workbooks and disks may be borrowed (deposit).
Excel 97 (Win95/NT)	CD-ROM may be borrowed (deposit).
Excel 97 (Win95/NT) (Four levels)†	Workbooks and disks may be borrowed (deposit).
Excel 97 (Win95/NT) for Beginners	Pack may be purchased (£3.50).
Excel 7.0 for Windows 95	CD-ROM may be borrowed (deposit).
Access 97 (Win95/NT)	CD-ROM may be borrowed (deposit).
Access 97 (Win95/NT) (Three levels)†	Workbooks and disks may be borrowed (deposit).
CorelDraw 8 (Three levels)	CD-ROM may be borrowed (deposit).
Illustrator 8: Classroom in a Book	Book and CD-ROM 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).
SPSS: Introductory Tutorial	CBT (within application).
SPSS 8.0 Guide to Data Analysis	Book may be borrowed (deposit).
SAS (Statistical Package): Hands-on Introduction†	Leaflet U91 may be purchased (30p).
Genstat (Statistical Package) Release 4†	Course book may be purchased (£5).
Programming in C (Two 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).
Windows Programming	CD-ROM should be available soon.
Visual Basic: Introduction	CD-ROM may be borrowed (deposit).
Java Tutorial (N.B. Covers JDK1.0 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).