

IT/COMPUTER TRAINING COURSES (Michaelmas Term 2001)

The Computing Service offers the following IT training courses which are free for current students and staff of the University. Most courses start at 14.15 and end by 17.00. 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. '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 (<http://www.cam.ac.uk/cs/courses/>). The next programme will be in the Lent Term, starting in January 2002. 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 *Publication s Available*).

It is essential to register, preferably by completing the Web form at <http://www.cam.ac.uk/cs/Courses/> Only if this is not possible should one of the alternative methods of booking be used: email to course-admin@ucs.cam.ac.uk, tel (3)34662 or in person at Computing Service Reception, New Museums Site, Pembroke Street. Bookings will be confirmed automatically and reminders only sent if a valid email address is supplied. A standby system is used for oversubscribed courses: priority will be given to those who have booked in advance and arrive in good time. 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.

It should be noted that, unless otherwise indicated, all courses assume basic computing skills; only those marked "novice friendly" are suitable for those with no previous experience.

* indicates that some prior knowledge or experience of the topic is required, in addition to basic computing skills, as detailed in the individual course descriptions. In all cases this may be acquired by attending one or more of the introductory courses.

Courses on the Internet including Electronic Mail, Web Browsing, Web Page Authoring etc.

MR B. LANDY	<i>Email using Pine on PCs and Unix: Introduction</i>	Oct. 17
MS M. Z. CARR	<i>Email using Mulberry: Introduction and Further Use</i>	Oct. 22
MR R. J. STIBBS	<i>World Wide Web for Beginners & Searching Techniques</i> (Novice-friendly)	Oct. 8 (a.m.); Nov. 9 (a.m.)
MR R. J. STIBBS	<i>Writing Web Pages Using HTML: Introduction*</i>	Oct. 2, Oct. 12 (a.m.), Oct. 24; Nov. 19; Dec. 5 (a.m.)
MS H. V. SARGAN AND MR R. J. STIBBS	<i>HTML 4 in More Detail: Intermediate*</i>	Oct. 30
MS H. V. SARGAN AND MR R. J. STIBBS	<i>Advanced HTML and Associated Technologies*</i> (Two sessions)	Nov. 14, 16
MR R. J. STIBBS	<i>XML for HTML Users: Introduction*</i>	Nov. 30
MS H. V. SARGAN AND MR R. J. STIBBS	<i>DreamWeaver (for Advanced HTML)*</i>	Nov. 22
MR R. J. STIBBS	<i>Graphics Manipulation for the World Wide Web*</i>	Oct. 25
MS H. V. SARGAN	<i>Designing and Managing a Web Site*</i>	Nov. 5
MR R. J. STIBBS	<i>Setting up a Web Server on Windows*</i>	Nov. 2 (a.m.)
MR J. WARBRICK AND MS K. M. JEARY	<i>Securing Access to Web Servers*</i>	Nov. 26

Courses on Computer Systems (PC/Windows, Macintosh and UNIX)

TECHNICAL USER SUPPORT STAFF	<i>Vicious Viruses, Worrying Worms and Harmless Hoaxes</i>	Nov. 9
MR V. R. WOODLEY	<i>Windows: Basic Introduction for New Users</i> (Novice-friendly)	Oct. 10; Nov. 6
MR V. R. WOODLEY	<i>Windows: Taking the Basics a Little Further</i>	Nov. 23
MR C. QUY	<i>Windows Wizardry: Tools, Tips and Tricks</i>	Nov. 29
MR M. TEN WOLDE	<i>Macintosh: Intro for Beginners and PC/Windows Users</i> (Novice-friendly)	Oct. 11
MR M. TEN WOLDE	<i>Macintosh Applications (including Word): Introduction</i>	Oct. 25
MS M. Z. CARR	<i>UNIX System: Introduction</i> (Two sessions.)	Oct. 4-5, Oct. 30-31; Dec. 3-4

Courses on Word Processing, Desktop Publishing and Related Topics

MISS C. H. NORTHEAST AND MR M. TEN WOLDE	<i>Word 2000 for Beginners</i> (Three sessions; self-paced; novice-friendly)	Nov. 15, 16, 19 (a.m.); Dec. 11-13
MR V. R. WOODLEY	<i>Word 2000: Basic Part 1</i>	Oct. 18
MR V. R. WOODLEY	<i>Word 2000: Basic Part 2*</i>	Oct. 19
MR V. R. WOODLEY	<i>Word 2000: Intermediate*</i>	Nov. 13
MR V. R. WOODLEY	<i>Word 2000: Advanced*</i>	Dec. 4
MS J. C. MONCK	<i>Word 2000: Mail Merge for letters and labels*</i>	Nov. 26
MS S. C. ROGERS	<i>Quark Xpress (Desktop Publishing): Introduction</i>	Nov. 12
MS K. M. JEARY AND MR R. J. DOWLING	<i>LaTeX (Text processing on UNIX and other systems): Introduction</i> (Two sessions)	Nov. 7-8
DR J. L. DAWSON AND DR R. RODD	<i>EndNote for Computerised Bibliographies: Introduction</i> (Sidgwick site)	Oct. 23; Nov. 21
MR M. TEN WOLDE	<i>PowerPoint 2000 for Beginners: Quick Start</i> (Self-paced; novice-friendly)	Nov. 13
MR R. J. STIBBS	<i>PowerPoint for Professional Presentations: Introduction*</i>	Oct. 16
MR R. J. STIBBS	<i>PowerPoint: Advanced Workshop*</i>	Nov. 28

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

DR P. CALLOW	<i>Date Analysis on the PWF: Which Software?</i>	Nov. 1
DR P. CALLOW	<i>Simple Questionnaire Design and Data Entry</i>	Nov. 29
MISS C. H. NORTHEAST AND MR M. TEN WOLDE	<i>Excel 2000 for Beginners</i> (Self-paced; novice-friendly; Three sessions)	Nov. 15, 16, 19 (a.m.); Dec. 11-13
MS S. C. ROGERS	<i>Excel 2000/2001 (Spreadsheet Package): Introduction*</i>	Oct. 3, 22; Nov. 5
MS S. C. ROGERS	<i>Excel 2000/2001: Intermediate*</i>	Oct. 29
MS S. C. ROGERS	<i>Excel 2000/2001: Further Use*</i>	Oct. 27
DR P. CALLOW	<i>SPSS (Statistical Package): Introduction Part 1*</i> (Two sessions)	Oct. 11, 15; Nov. 12, 14, 28, 30
DR P. CALLOW	<i>SPSS: Introduction Part 2*</i>	Nov. 20
MR A. T. JUDD	<i>Access 2000 (Database Package): Introduction</i> (Two sessions)	Oct. 8-9; Nov. 1-2, 22-23
MR A. T. JUDD	<i>Access 2000: Further Use*</i> (Two sessions)	Nov. 7-8
MR R. J. STIBBS	<i>FileMaker Pro (Database Package): Introductory Practical</i>	Nov. 6
MR D. J. HARRISON	<i>Oracle (Relational Database Management System): Introduction</i> (Three sessions)	Dec. 5-7
MS S. C. ROGERS	<i>Photoshop (Image/Photo Editing Software): Basic Techniques</i>	Oct. 26
MS S. C. ROGERS AND DR S. KEARSEY	<i>Photoshop Basic Techniques for Photographers</i>	Dec. 3
DR S. KEARSEY	<i>Simple C Programming*</i> (Three sessions)	Nov. 15, 19, 21
MR D. J. HARRISON	<i>Visual Basic for Applications: Introduction</i> (Two sessions)	Oct. 23-24

