COMPUTING SERVICE

IT/COMPUTER TRAINING COURSES (Michaelmas Term 2003)

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. 'Self-teach' 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 Web (www.cam.ac.uk/cs/courses/). The next programme after this one will be in the Lent Term, starting in January 2004. 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, preferably by completing the Web form at www.cam.ac.uk/cs/courses/. If this is not possible, one of bookings may also be made by 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 sent a couple of days beforehand providing 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.

Special Topics

MS S. C. ROGERS	*Videoconferencing: What, Why and How*	Nov. 18 (a.m.)
MS R. WILLIAMS	*Teaching Using VLEs (Virtual Learning Environments): Intro*	Oct. 8 (a.m.); Nov. 25 (a.m.)
MS S. C. ROGERS	*Design and Typography Workshop*	Oct. 14 (a.m.)
DR P. CALLOW	*Data Analysis on the PWF: Which Software?*	Nov. 13

Electronic Mail and Web Browsing

MR A. D. STONE	*Email using Hermes Webmail: Introduction* (2 parts)	Oct. 24
MS M. Z. CARR	*Email using Mulberry: Introduction* (2 parts)	Oct. 20
MR R. J. STIBBS	*World Wide Web: Basics and Searching* (Novice friendly)	Oct. 22 (a.m.)

Computer Systems (PC/Windows, Macintosh, Unix/Linux)

MR V. R. WOODLEY	*Windows: Essential Basics (Level 1)* (Novice friendly)	Oct. 14
MR V. R. WOODLEY	*Windows: File Handling and Desktop Skills (Level 2)*	Oct. 21
MR V. R. WOODLEY	*Windows: Fundamental PC System Management (Level 3)*	Nov. 27
MS M. GONZALEZ	*Windows XP: New Features for Power Users**	Nov. 26
MR N. S. SMITH	*Inside the PC*	Oct. 31
MR A. D. STONE	*Mac OS X for Beginners and PC/Windows Users* (Novice friendly)	Oct. 16; Nov. 17
MR A. D. STONE	*Mac OS X Applications: Introduction*	Nov. 24
DR C. BARTLET	*Experience the power of Ten – Try out OS X on the PWF Macs*	Oct. 9
MR R. J. DOWLING	*Linux: Introduction to Linux on the PWF*	Nov. 13
MS M. Z. CARR	*UNIX System: Introduction* (2 sessions)	Oct. 16–17; Nov. 3–4; Dec. 4–5
MR R. J. DOWLING	*UNIX Systems: Further Use** (2 sessions)	Nov. 18–19
UNIX SUPPORT STAFF	*Linux System Administration** (5 whole days)	Jan. 5–9

Word Processing, Desktop Publishing, Bibliographic and Presentation Software

There is also a separate programme of courses available to Departmental support staff via the Staff Development Office – see http://www.admin.cam.ac.uk/offices/personnel/staffdev/computing/

MISS C. H. NORTHEAST AND		
MR M. TEN WOLDE	*Word 2000 for Beginners* (Self-paced; novice friendly; 3 sessions)	Oct. 28–30 (a.m.); Dec. 1–3 (a.m.)
MR V. R. WOODLEY	*Word 2000: Introduction*	Oct. 23
MR V. R. WOODLEY	*Word 2000: Intermediate**	Nov. 21
MS M. GONZALEZ	Word 2000: Mail Merge for Letters and Labels*	Nov. 19
MR V. R. WOODLEY	*Word 2000: Advanced**	Dec. 2
MS S. C. ROGERS	*InDesign (Desktop Publishing): Getting Started*	Nov. 11
MS K. M. JEARY AND		
MR R. J. DOWLING	*LaTeX (Text processing): Introduction* (2 sessions)	Nov. 6–7
DR J. L. DAWSON AND		
DR R. RODD	*EndNote for Computerised Bibliographies: Introduction*	Oct. 15; Nov. 4 (a.m.); Nov. 27
MR M. TEN WOLDE	*PowerPoint for Beginners: Quick Start* (Self-paced; novice friendly)	Oct. 17 (a.m.)
MR R. J. STIBBS	*PowerPoint for Professional Presentations: Introduction**	Oct. 29
MR R. J. STIBBS	*PowerPoint: Advanced Workshop**	Nov. 26
MS M. GONZALEZ	*Office 2000 (incl. Word and PowerPoint): Exciting New Features**	Oct. 31 (a.m.)
MS M. GONZALEZ	*Office 2002 (incl. Word/PowerPoint): More Exciting New Features**	Nov. 11

Web Page Authoring and Web Site Management

MR R. J. STIBBS	*Web Page Authoring: Introduction to HTML (Level 1)**	Oct. 7 (a.m.); Oct. 15 (a.m.); Nov. 10; Dec. 4 (a.m.)
MR R. J. STIBBS	*Web Page Authoring: Beyond the Basics (Level 2)**	Oct. 8; Oct. 16 (a.m.); Nov. 12; Dec. 5 (a.m.)
MS H. V. SARGAN	*Web Page Authoring: Cascading Style Sheets Intro (Level 3)**	Oct. 21
MS H. V. SARGAN	*Web Page Authoring: Cascading Style Sheets Further (Level 4)**	Oct. 22
MS H. V. SARGAN	*Web Page Authoring: Tables for Data and Design (Level 3)**	Oct. 27
MR R. J. STIBBS	*Web Page Authoring: Web Graphics (Level 3)**	Oct. 24
MR R. J. STIBBS	*Web Page Authoring: XML Introduction (Level 4)**	Nov. 28
MR R. J. STIBBS OR		
MR D.N.BRYANT	*Web Page Authoring: DreamWeaver Introduction (Level 4)**	Nov. 5
MS H. V. SARGAN	*Web Page Authoring: XHTML Workshop (Level 4)**	Nov. 21
MS H. V. SARGAN	*Web Site Management: Designing a Website (Level 3)**	Oct. 30
MS H. V. SARGAN	*Web Site Management: Tackling Accessibility (Level 4)**	Nov. 4
MS H. V. SARGAN	*Web Site Management: Indexing Your Website (Level 4)**	Nov. 7
MR R. J. STIBBS	*Web Site Management: Simple CGI and Forms (Level 4)**	Nov. 19
MS H. V. SARGAN	*Web Site Management: Databases and Content Management (Level 4)**	Nov. 24

COMPUTING SERVICE (continued)

Applications (Spreadsheet, Database, Graphics/Image Processing and Statistical Software)

There is also a separate programme of courses for Departmental support staff via the Staff Development Office – see
http://www.admin.cam.ac.uk/offices/personnel/staffdev/computing/

DR P. CALLOW	Data Analysis on the PWF: Which Software?	Nov. 13
MISS C. H. NORTHEAST AND		
MR M. TEN WOLDE	*Excel 2000 for Beginners* (Self-paced; novice friendly; 3 sessions)	Oct. 28–30 (a.m.); Dec. 1–3 (a.m.)
MS M. GONZALEZ OR		
MR C. QUY	*Excel 2000 (Spreadsheet Package): Introduction*	Oct. 15; Nov. 11 (a.m.)
MS M. GONZALEZ	*Excel 2000: Macros and Other Topics**	Nov. 25
MR F. P. HAYWARD	*Excel Programming Using VBA**	Dec. 1 (a.m.)
MS M. GONZALEZ	*Office 2000 (including Excel): Exciting New Features**	Oct. 31 (a.m.)
MS M. GONZALEZ	*Office 2002 (including Excel): More Exciting New Features**	Nov. 11
DR P. CALLOW	*SPSS (Statistical Package): Basic Part 1**	Oct. 13; Nov. 11; Nov. 24
DR P. CALLOW	*SPSS (Statistical Package): Basic Part 2**	Oct. 20; Nov. 14; Nov. 28
DR P. CALLOW	*SPSS: Beyond the Basics**	Nov. 20
MR R. J. STIBBS	*FileMaker Pro (Database Package): Introduction*	Nov. 7 (a.m.)
MS M. GONZALEZ	*Access 2000 (Database Package): Quick Start*	Oct. 28
MR A. T. JUDD	*Access 2000 (Database Package): Introduction* (2 sessions)	Oct. 9–10; Nov. 5–6
MR A. T. JUDD	*Access 2000: Further Use** (2 sessions)	Nov. 26–27
MR D. J. HARRISON	*SQL Database Query Language: Introduction* (2 sessions)	Dec. 2–3
MR F. P. HAYWARD	*SQL Server Survival**	Dec. 5
MS S. C. ROGERS	*Photoshop (Image/Photo Editing Software): Basic Techniques*	Oct. 10; Nov. 3; Dec. 1
DR S. KEARSEY	*Photoshop: Further Techniques**	Nov. 20; Dec. 4
MS S. C. ROGERS	*Illustrator: The Basics*	Oct. 23
DR S. KEARSEY	*Simple C Programming** (3 sessions)	Nov. 10,12,17
MR D. J. HARRISON	*Visual Basic for Applications: Introduction* (2 sessions)	Oct. 28–29

Self-Teach 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)34600 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; 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 (www.cam.ac.uk/cs/courses/) or the booklet which is available on request from Reception.

Typing Tutors (for Macintosh and IBM PC)	CDs/disks for loan (£50 deposit required).
Internet Explorer 5	CD-ROM for loan (deposit).
Outlook 2002: Foundation (also for 2000)†	Workbook with CD for loan (deposit).
Outlook 2000	CD-ROM for loan (deposit).
The Online Netskills Interactive Course	Tutorial accessed with a Web browser (www.netskills.ac.uk/TONIC/)
Web Site Development Made Easy (Mac/PC): 2 levels	CD-ROMs for loan (deposit).
Creating Effective Web Pages (Mac/PC): 2 levels	CD-ROMs for loan (deposit).
DreamWeaver 4 Fundamentals (Mac/PC)	CD-ROM for loan (deposit).
Dreamweaver 4: 3 levels†	Workbooks with CDs for loan (deposit).
JavaScript Fundamentals (Mac/PC)	CD-ROM for loan (deposit).
Adobe Acrobat 5 (Mac/PC)	CD-ROM for loan (deposit).
Guide to Videoconferencing	Video for loan (deposit).
Getting Started in Digital Imaging	Video for loan (deposit).
EndNote: Importing References †	Leaflet M313 for sale (30p).
Macintosh OS9: 3 levels	CD-ROMs for loan (deposit).
Macintosh OSX: 4 levels	CD-ROMs for loan (deposit).
Quick Start Your iMac	CD-ROM for loan (deposit).
Word 2001 (Mac): 6 levels	CD-ROMs for loan (deposit).
Excel 2001 (Mac): 6 levels	CD-ROMs for loan (deposit).
PowerPoint 2001 (Mac): 3 levels	CD-ROMs for loan (deposit).
FileMaker Pro 5 (Mac/PC): 6 levels	CD-ROMs for loan (deposit).
FileMaker Pro 5 Advanced Scripting (Mac/PC): 5 levels	CD-ROMs for loan (deposit).
FileMaker Pro 5 Web Publishing (Mac/PC): 2 levels	CD-ROMs for loan (deposit).
PageMaker 6.5 (Mac): 4 levels	CD-ROMs for loan (deposit).
PageMaker 6.5 (PC): 3 levels†	Workbooks with CDs for loan (deposit).
QuarkXPress 5.0; also for 4.0 (Mac/PC)	CD-ROM for loan (deposit).
QuarkXPress 4.0 (PC): 3 levels†	Workbooks with CDs for loan (deposit).
Photoshop 6.0 (Mac/PC): 4 levels	CD-ROMs for loan (deposit).
Photoshop 6.0 (PC): 3 levels†	Workbooks with CDs for loan (deposit).
Photoshop for Photographers (Mac/PC)	CD-ROM for loan (deposit).
Illustrator 10 Classroom in a Book	Book with CD-ROM for loan (deposit).
Illustrator 9 (PC): 3 levels†	Workbooks with CDs for loan (deposit).
Windows XP: 3 levels†	Workbooks with CDs for loan (deposit).
Windows 2000: Introduction†	Workbook for loan (deposit).
Windows 2000: 3 levels	CD-ROMs for loan (deposit).
Basic PC Hardware and Troubleshooting: 5 levels	CD-ROMs for loan (deposit).
Word 2002: 3 levels†	Workbooks with CDs for loan (deposit).
Word 2000: 3 levels (also 2 levels on single CD)	CD-ROMs for loan (deposit).
Word 2000: 4 levels†	Workbook with disks for loan (deposit).

COMPUTING SERVICE (continued)

Word 2000 for Beginners† (also for Word 97)	Packs for sale (£3.50).
PowerPoint 2002: 2 levels†	Workbooks with CDs for loan (deposit).
PowerPoint 2000: 3 levels (also 2 levels on single CD)	CD-ROMs for loan (deposit).
PowerPoint 2000 (and 97) for Beginners: Quick Start†	Workbooks for sale (50p).
PowerPoint 2000	Workbooks with disks for loan (deposit).
Excel 2002: 3 levels†	Workbooks with CDs for loan (deposit).
Excel 2000: 5 levels (also 2 levels on a single CD)	CD-ROMs for loan (deposit).
Excel 2000: 4 levels†	Workbooks with disks for loan (deposit).
Excel 2000 for Beginners	Packs for sale (£3.50).
Access 2002: Foundation†	Workbook with CD for loan (deposit).
Access 2000: 3 levels (also 2 levels on single CD)	CD-ROMs for loan (deposit).
Access 2000: 3 levels†	Workbooks with disks for loan (deposit).
FrontPage 2002: 2 levels†	Workbooks with CDs for loan (deposit).
FrontPage 2000: 2 levels†	Workbooks with CDs for loan (deposit).
HTML 4: 2 levels	Workbook with CD for loan (deposit).
Flash 5: 3 levels†	Workbooks with CDs for loan (deposit).
XML: Introduction	CD-ROM for loan (deposit).
PaintShopPro 7: 2 levels†	Workbooks with CDs for loan (deposit).
Project 2000: 2 levels†	Workbooks with CDs for loan (deposit).
Publisher 2002: 2 levels†	Workbooks with CDs for loan (deposit).
Publisher 2000: Foundation†	Workbook with CD for loan (deposit).
SPSS (Statistical package): Introduction	Tutorial accessed from within application.
SPSS 11.0 Introduction and Guide to Data Analysis†	Book with disk for loan (deposit).
CorelDraw 8.0: 3 levels	CD-ROMs for loan (deposit).
UNIX Text Manipulation Tools	Workbook for sale (£3).
Programmer Support Tools on UNIX - make	Leaflet U60 for sale (90p).
Genstat Release 4†	Course book for sale (£7.50).
Programming in C: 2 levels	Videos for loan (deposit).
C Programming: Foundation	Workbook and CD for loan (deposit).
C Programming (not for absolute novices)	CD-ROM for loan (deposit).
Programming in C++	Videos for loan (deposit).
C++ Programming for C Programmers	CD-ROM for loan (deposit).
Windows Programming	CD-ROM for loan (deposit).
Visual Basic: Introduction	CD-ROM for loan (deposit).
Java Tutorial (N.B. Covers JDK1.0 not 1.1)	CD-ROM for loan (deposit).
Programming Java Applets: Introduction	CD-ROM for loan (deposit).
Programming Java and Core Class Libraries	CD-ROM for loan (deposit).