COMPUTING SERVICE

IT/COMPUTER TRAINING COURSES (Michaelmas Term 2004)

The Computing Service offers the following IT training courses which are free for current staff and students 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. All information including times, locations and descriptions is provided on the Web (www.cam.ac.uk/cs/courses/ A printed timetable may be obtained from Computing Service Reception. The next programme will be in the LentTerm, starting in mid-January 2005. In addition to instructor-led courses 'self-teach' materials are also available (see below), and 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/).

It is essential to register, preferably by completing the online form at www.cam.ac.uk/cs/courses/ If this is not possible, 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 who 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 19 a.m.
MS R. WILLIAMS	*Teaching with VLEs (Virtual Learning Environments): Intro**	Nov 17 a.m.
MS S. C. ROGERS	*Design and Typography Workshop*	Nov 5 a.m.

Electronic Mail and Web Browsing

MR R. J. STIBBS	*Web Browsing and Searching Techniques (Novice friendly)*	Oct 13 a.m.
MR A. D. STONE	*Email using Hermes Webmail: Introduction (2 parts)*	Oct 25
MS M. GONZALEZ	*Outlook for Email and Information Management: Introduction*	Oct 26
MS M. Z. CARR	*Email using Mulberry: Introduction (2 parts)*	Nov 1

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

MR A. D. STONE	*Macintosh: Getting to Grips with Mac OS X (Novice friendly)*	Oct 14
MR V. R. WOODLEY	*Windows: Essential Basics (Level 1) (Novice friendly)*	Oct 13
MR V. R. WOODLEY	*Windows: File Handling and Desktop Skills (Level 2)**	Nov 1
MR V. R. WOODLEY	*Windows: Keeping Your PC Safe and Secure (Level 3) **	Nov 17
MS M. GONZALEZ	*Windows XP: New Features for Power Users**	Oct 19 a.m.
MR N. S. SMITH	*Inside the PC*	Nov 5
MR R. J. DOWLING	*PWF Linux: Introduction*	Nov 19
MS M. Z. CARR	*Unix System: Introduction (2 sessions)*	Oct 20-21; Nov 15-16
MR R. J. DOWLING	*Unix Systems: Further Use* (2 sessions)*	Dec 1-2

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 26-28 a.m.; Nov 29-1 a.m.
MR V. R. WOODLEY	*Word 2000: Introduction*	Oct 18
MR V. R. WOODLEY	*Word 2000: Intermediate**	Nov 25
MS M. GONZALEZ	*Word 2000: Mail Merge for Letters and Labels**	Nov 26 a.m.
MR V. R. WOODLEY	*Word 2000: Advanced**	Dec 3
MS S. C. ROGERS	*InDesign (Desktop Publishing): Getting Started*	Nov 11
MS M. GONZALEZ	*QuarkXpress (Desktop Publishing): Introduction**	Nov 16
MS M. GONZALEZ	*QuarkXpress: Further Use**	Nov 23
MS K. M. JEARY AND DR M. R. O'DONOHOE	*LaTeX (Text processing on Unix and other systems): Intro (2 sessions)*	Nov 8-9
DR J. L. DAWSON AND DR R. RODD	*EndNote for Computerised Bibliographies: Introduction*	Oct 13; Nov 9 a.m.; Nov 25
MR M. TEN WOLDE	*PowerPoint for Beginners: Quick Start (Self-paced; novice friendly)*	Oct 22 a.m.
MR R. J. STIBBS	*PowerPoint for Professional Presentations: Introduction**	Nov 5
MR R. J. STIBBS	*PowerPoint: Further Use**	Nov 30

Web Page Authoring & Web Site Management

MR R. J. STIBBS	*Web Authoring: Introduction to HTML (Level 1)**	Oct 6 a.m.; Oct 21 a.m.; Nov 19
MR R. J. STIBBS	*Web Authoring: Beyond the Basics (Level 2)**	Oct 8; Oct 25; Nov 22
MS H. V. SARGAN	*Web Authoring: Cascading Style Sheets Introduction (Level 3)**	Oct 27
MS H. V. SARGAN	*Web Authoring: Cascading Style Sheets Further Use (Level 4)**	Oct 29
MS H. V. SARGAN	*Web Authoring: Tables for Data and Design (Level 3)**	Nov 3
MR R. J. STIBBS	*Web Authoring: Web Graphics (Level 3)**	Nov 10
MR R. J. STIBBS	*Web Authoring: XML Introduction (Level 4)**	Nov 25 a.m.
MR D. N. BRYANT	*Web Authoring: DreamWeaver Introduction (Level 4)**	Nov 26
MS H. V. SARGAN	*Web Site Management: Designing a Website (Level 3)**	Nov 12
MS H. V. SARGAN	*Web Site Management: Tackling Accessibility (Level 4)**	Nov 24
MS H. V. SARGAN	*Web Site Management: Indexing Your Website (Level 4)**	Nov 17
MR R. J. STIBBS	*Web Site Management: Simple CGI and Forms (Level 4)**	Nov 8
MS H. V. SARGAN	*Web Management: Databases and Content Management (Level 4)**	Nov 29

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 11
DR P. CALLOW	*Simple Questionnaire Design and Data Entry*	Nov 25
MISS C. H. NORTHEAST AND MR M. TEN WOLDE	*Excel 2000 for Beginners (Self-paced; novice friendly; 3 sessions)*	Oct 26-28 a.m.; Nov 29-1 a.m.
MR C. QUY	*Excel 2000 (Spreadsheet Package): Introduction*	Oct 19
MR R. BOUGHEY	*Excel 2000: Further Use**	Oct 28
MS M. GONZALEZ	Excel 2000: Macros and Other Topics*	Nov 9 a.m.
MR F. P. HAYWARD	*Excel Programming Using VBA**	Nov 23 a.m.
DR P. CALLOW	*SPSS (Statistical Package): Basic Part 1**	Oct 11; Nov 4; Nov 29
DR P. CALLOW	*SPSS (Statistical Package): Basic Part 2**	Oct 12; Nov 9; Dec 2
DR P. CALLOW	*SPSS: Beyond the Basics**	Nov 23
MS M. GONZALEZ	*Access 2000 (Database Package): Quick Start*	Nov 2 a.m.
MR A. T. JUDD	*Access 2000 (Database Package): Introduction (2 sessions)*	Oct 14-15
MR A. T. JUDD	*Access 2000: Further Use* (2 sessions)*	Nov 11-12
MR R. J. STIBBS	*FileMaker Pro (Database Package): Introduction*	Nov 3 a.m.
MR R. J. STIBBS	*FileMaker Pro: Further Use**	Nov 12 a.m.
MR D. J. HARRISON	*Oracle (Relational Database Management): Intro (3 sessions)*	Dec 13-15
MR C. QUY	*Photoshop (Image/Photo Editing Software): Basic Techniques*	Oct 7; Oct 27; Nov 18
MS S. C. ROGERS	*Photoshop: Further Techniques**	Nov 4; Dec 3
MS S. C. ROGERS	*Illustrator: The Basics*	Oct 18
MR D.J. HARRISON	*Simple C Programming* (3 sessions)*	Nov 18,22,24
MR D. J. HARRISON	*Visual Basic for Applications: Introduction (2 sessions)*	Nov 2-3

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. Some courses require a specific version of the software to be installed on the computer being used; 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. There is a short description for each course on the web (www.cam.ac.uk/cs/courses/); printouts can be generated if these are not accessible.

Access 2000: 3 levels (also 2 levels on single CD) (PC)	CDs for loan (deposit).
Access 2000: 3 levels† (PC)	Workbooks with CDs for loan (deposit).
Access 2002: Foundation† (PC)	Workbook with CD for loan (deposit).
Acrobat 5 (Mac/PC)	CD for loan (deposit).
C Programming (not for absolute novices) (PC)	CD for loan (deposit).
C Programming: 2 levels	Videos for loan (deposit).
C Programming: Foundation (PC)	Workbook and CD for loan (deposit).
C++ Programming for C Programmers (PC)	CD for loan (deposit).
C++ Programming	Videos for loan (deposit).
CorelDraw 8.0: 3 levels (PC)	CDs for loan (deposit).
Digital Imaging: Getting Started	Video for loan (deposit).
Dreamweaver 4: 3 levels† (PC)	Workbooks with CDs for loan (deposit).
DreamWeaver 4 Fundamentals (Mac/PC)	CD for loan (deposit).
EndNote: Importing References†	Leaflet M313 for sale (30p).
Excel 2002: 3 levels† (PC)	Workbooks with CDs for loan (deposit).
Excel 2000 for Beginners† (PC)	Packs for sale (£3.50).
Excel 2000: 4 levels† (PC)	Workbooks with disks for loan (deposit).
Excel 2000: 5 levels (also single CD) (PC)	CDs for loan (deposit).
Excel X: 6 levels (Mac)	CDs for loan (deposit).
FileMaker Pro 5: 6 levels (Mac/PC)	CDs for loan (deposit).
FileMaker Pro 5 Advanced Scripting: 5 levels (Mac/PC)	CDs for loan (deposit).
FileMaker Pro 5 Web Publishing: 2 levels (Mac/PC)	CDs for loan (deposit).
Flash 5: 3 levels† (PC)	Workbooks with CDs for loan (deposit).
Flash MX for Designers (Mac/PC)	CD for loan (deposit).
FrontPage 2000: 2 levels† (PC)	Workbooks with CDs for loan (deposit).
FrontPage 2002: 2 levels† (PC)	Workbooks with CDs for loan (deposit).
Genstat Release 4†	Course book for sale (£7.50).
HTML 4: 2 levels (PC)	Workbook with CD for loan (deposit).
Illustrator 10 Classroom in a Book (Mac/PC)	Book with CD for loan (deposit).
Illustrator 9: 3 levels† (PC)	Workbooks with CDs for loan (deposit).
InDesign 2.0 Classroom in a Book† (Mac/PC)	Book with CD for loan (deposit).
Internet Explorer 5 (PC)	CD for loan (deposit).
Java and Core Class Libraries (PC)	CD for loan (deposit).
Java Applets: Introduction (PC)	CD for loan (deposit).
Java Tutorial (JDK1.0) (PC)	CD for loan (deposit).
JavaScript Fundamentals (Mac/PC)	CD for loan (deposit).
Macintosh OSX: 4 levels (Mac)	CDs for loan (deposit).
Macintosh: Quick Start Your iMac (Mac)	CD for loan (deposit).
NaturallySpeaking v.7 Guide: 2 levels (PC)	CDs for loan (deposit).
Netskills (TONIC)	Tutorial accessed with a web browser
Outlook 2000 (PC)	CD for loan (deposit).
Outlook 2002: Foundation (also for 2000)† (PC)	Workbook with CD for loan (deposit).
PageMaker 6.5: 4 levels (Mac)	CDs for loan (deposit).
PageMaker 6.5: 3 levels† (PC)	Workbooks with CDs for loan (deposit).
PaintShopPro 7: 2 levels† (PC)	Workbooks with CDs for loan (deposit).
PC Hardware and Troubleshooting: 5 levels (PC)	CDs for loan (deposit).

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Photoshop 6.0: 4 levels (Mac/PC	CDs for loan (deposit).
Photoshop 6.0: 3 levels† (PC)	Workbooks with CDs for loan (deposit).
Photoshop for Photographers (Mac/PC)	CD for loan (deposit).
PowerPoint 2000 for Beginners: Quick Start† (PC)	Workbooks for sale (50p).
PowerPoint 2000: 3 levels (also single CD) (PC)	CDs for loan (deposit).
PowerPoint 2000† (PC)	Workbooks with CDs for loan (deposit).
PowerPoint 2002: 2 levels† (Win)	Workbooks with CDs for loan (deposit).
PowerPoint X: 3 levels (Mac)	CDs for loan (deposit).
Project 2000: 2 levels† (Win)	Workbooks with CDs for loan (deposit).
Publisher 2000: Foundation† (PC)	Workbook with CD for loan (deposit).
Publisher 2002: 2 levels† (PC)	Workbooks with CDs for loan (deposit).
QuarkXPress 4.0: 3 levels† (PC)	Workbooks with CDs for loan (deposit).
SPSS (Statistical package): Introduction	Tutorial accessed from within application.
SPSS 11.0 Intro and Guide to Data Analysis†	Book with disk for loan (deposit).
Typing Tutors (Mac and PC)	CDs/disks for loan (£50 deposit required).
Unix Programmer Support Tools: make	Leaflet U60 for sale (90p).
Unix Text Manipulation Tools	Workbook for sale (£3).
Videoconferencing Guide	Video for loan (deposit).
Visual Basic: Introduction (PC)	CD for loan (deposit).
Web Development (Mac/PC): 3 levels	CDs for loan (deposit).
Windows 2000: 3 levels (PC)	CDs for loan (deposit).
Windows 2000: Introduction† (PC)	Workbook for loan (deposit).
Windows XP: 3 levels† (PC)	Workbooks with CDs for loan (deposit).
Windows Programming (PC)	CD for loan (deposit).
Word 2000 for Beginners†	Packs for sale (£3.50).
Word 2000: 3 levels (also single CD) (Win)	CDs for loan (deposit).
Word 2000: 4 levels† (Win)	Workbook with disks for loan (deposit).
Word 2002: 3 levels† (Win)	Workbooks with CDs for loan (deposit).
Word X: 6 levels (Mac)	CDs for loan (deposit).
XML: Introduction (Win)	CD for loan (deposit).