IT/COMPUTER TRAINING COURSES (Michaelmas Term 2000)

The Computing Service offers the following IT training courses which are free for current students and staff of the University. Most courses start at 2.15 pm and end by 5 p.m. and are held at the New Museum 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 following page). 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 2001. 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 form on the form on the Web 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*.

Please note that electronic (Web and email) bookings will be confirmed automatically, 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.

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, World Wide Web and HTML

MR B. LANDY	Email using Pine on PCs and Unix: Introduction	Oct. 19		
MR B. LANDY	Pine Tricks of the Trade (Including Using Attachments)*	Nov. 8		
MS M. Z. CARR	Email using Mulberry: Introduction	Oct. 24		
MR R. J. STIBBS	World Wide Web for Beginners: Introduction (Novice friendly)	Oct. 6 (a.m.); Nov. 6 (a.m.)		
MR R. J. STIBBS	World Wide Web: Further Exploration*	Oct. 13 (a.m.); Nov. 21 (a.m.)		
MR R. J. STIBBS	Writing Web Pages Using HTML: Introduction*	Oct. 3 (a.m.); Oct. 10; Oct. 25; Nov. 10; Dec. 13 (a.m.)		
MS H. V. SARGAN AND	HTML 4 in More Detail: Intermediate*	Nov. 3		
MR R. J. STIBBS				
MS H. V. SARGAN	Advanced HTML and Associated Technologies* (Two sessions)	Nov. 7–8		
MS H. V. SARGAN AND	DreamWeaver (for Advanced HTML)*	Nov. 14		
MR R. J. STIBBS				
MR R. J. STIBBS	Graphics Manipulation for the World Wide Web*	Oct. 27		
MS H. V. SARGAN	Designing and Managing a Web Site*	Nov. 20		
MR R. J. STIBBS	Setting Up a WWW Server on Windows NT4*	Nov. 22 (a.m.)		
MR R. J. DOWLING	Managing a WWW Server on a Unix System* (Two sessions)	Oct. 23–24		
Courses on Using Personal Computers				
	Magintoch for Paginners: Part I (Novice friendly)	Oct. 11		

DR C. P. BARTLET	Macintosh for Beginners: Part 1 (Novice friendly)	Oct. 11
DR C. P. BARTLET	Macintosh for Beginners: Part 2*	Oct. 12
MR V. R. WOODLEY	Windows: Basic Introduction for New Users (Novice friendly)	Oct. 9; Oct. 31
MR V. R. WOODLEY	Windows: Taking the Basics a Little Further	Nov. 6
MS S. C. ROGERS	Windows File and Internet Utilities	Nov. 29
PANEL OF CS STAFF	Microsoft Office Surgery: Practical Solutions*	Nov. 27

Courses on Word Processing, Desktop Publishing and Related Topics

DR C. P. BARTLET	Word 98 on Macintosh: Introduction	Oct. 20
MISS C. H. NORTHEAST	Word 2000 for Beginners (Three sessions; self-paced; novice friendly)	Nov. 13–15 (a.m.); Dec. 11–13
AND MR M. TEN WOLDE		
MR V. R. WOODLEY	Word 2000: Basic Part 1	Oct. 16
MR V. R. WOODLEY	Word 2000: Basic Part 2*	Oct. 17
MR V. R. WOODLEY	Word 2000: Intermediate*	Nov. 24
MR V. R. WOODLEY	Word 2000: Advanced*	Nov. 30
MR H. BARKER	PageMaker (Desktop Publishing): Introduction*	Nov. 9
MS S. C. ROGERS	Quark Xpress (Desktop Publishing): Introduction*	Nov. 16
MS K. M. JEARY AND	LaTeX (Text processing on UNIX and other systems): Introduction	Nov. 1–2
MR R. J. DOWLING		
MR M. TEN WOLDE	PowerPoint for Beginners: Quick Start (self-paced; novice friendly)	Nov. 22
MR R. J. STIBBS	PowerPoint for Foils, Slides and Handouts: Introduction	Oct. 18 (a.m.)
MR R. J. STIBBS	PowerPoint: Advanced Workshop*	Nov. 24 (a.m.)
DR J. L. DAWSON AND	EndNote for Computerised Bibliographies: Introduction	Oct. 23 (Sidgwick Site); Nov. 22 (Sidgwick Site)
DR R. RODD		

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. 11–12; Nov. 9–10; Dec. 4–5
MR R. J. DOWLING	Unix Systems: Further Use*	Nov. 23
UNIX SUPPORT STAFF	Linux System Administration* (Five whole days)	Dec. 11–15

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

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DR P. CALLOW	Simple Questionnaire Design and Data Entry (Novice friendly)	Nov. 29		
MISS C. H. NORTHEAST	Excel 2000 for Beginners (Three sessions; self-paced; novice-friendly)	Nov. 13-15 (a.m.); Dec. 11-13		
AND MR M. TEN WOLDE				
MS S. C. ROGERS	Excel 2000 (Spreadsheet Package); Introduction	Oct. 4; Oct. 16 (a.m.); Nov. 21; Dec. 1 (a.m.)		
MS S. C. ROGERS	Excel 2000: Intermediate*	Oct. 20; Dec. 14 (a.m.)		
MS K. J. ROEM	Access 2000 (Database Package): Introduction (Two sessions)	Oct. 5-6; Oct. 23-24 (a.m.); Nov. 30-Dec. 1		
MS K. J. ROEM	Access 2000: Further Use* (Two sessions)	Nov. 1–2; Dec. 7–8 (a.m.)		
MR R. J. STIBBS	File Maker Pro (Database Package): Introductory Practical	Nov. 17 (a.m.)		
MR D. J. HARRISON	Oracle (Relational Database Management System): Introduction	Dec. 6–8		
DR P. CALLOW	SPSS (Statistical Package): Introduction* (Three sessions)	Oct. 13, 18, 20; Nov. 16, 20, 23		
MS S. C. ROGERS	Photoshop (Image/Photo Editing Software): Basic Techniques	Oct. 26		
DR S. KEARSEY	Simple C Programming (Three sessions)	Nov. 13, 15, 17		
MR D. J. HARRISON	Visual Basic for Applications (VBA): Introduction (Two sessions)	Nov. 21–22		

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; 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) Communication, the Web and the Internet The Online Netskills Interactive Course

Web Site Development Made Easy (Two levels) (Mac/PC) Creating Effective Web Pages (Two levels) (Mac/PC)

Guide to Videoconferencing

Getting Started in Digital Imaging

Macintosh OS8 (Three levels) Quick Start Your Mac Word 98 (Mac) (Six levels) EndNote (Mac/WinNT/Win3.1) Excel 98 (Mac) (Six levels)

FileMaker Pro 4.0: Relational Databases (Mac)†

PageMaker 6.5 (Mac) (Four levels) PageMaker 5.0 (Mac) (Three levels) QuarkXPress 4.0 (Three levels) (Mac/PC) Photoshop 5.0 (Two levels) (Mac/PC) Adobe Photoshop 3.0 and 4.0 (Mac)†

Windows 2000

Windows 98 (Four levels) Windows 95 on IBM PC

Basic PC Hardware and Troubleshooting (Five levels)

Internet Explorer 5 Outlook 2000 (Three levels) Word 2000 (Three levels) Word 2000 (Four levels)† Word 2000 for Beginners†

Word 97

PowerPoint 2000 (Three levels)

PowerPoint 2000 for Beginners: Quick Start

PowerPoint 2000 PowerPoint 97 Excel 2000 (Five levels) Excel 2000 (Four levels)† Excel 2000 for Beginners Excel 97

Access 2000 (Three levels) Access 2000 (Three levels)†

Access 97

SPSS (Statistical package): Introduction SPSS 9.0 Introduction and Guide to Data Analysis

CorelDraw 8.0 (Three levels) Illustrator 8 Classroom in a Book

UNIX Text Manipulation Tools

Programmer Support Tools on UNIX - make

SAS: Hands-on Introduction† Genstat Release 4 for Unix/Windows† Programming in C (Two levels) C Programming (not for absolute novices) Programming in C++

C++ Programming for C Programmers

Windows Programming Visual Basic: Introduction

Java Tutorial (N.B. Covers JDK 1.0 not 1.1) Programming Java Applets: Introduction Programming Java and Core Class Libraries Visual Café (Symantec Java development tool) Disks/CDs may be borrowed (£50 deposit required).

Video may be borrowed (deposit).

Tutorial accessed with a Web browser (http://www.netskills.ac.uk/TONIC/)

CD-ROMs may be borrowed (deposit). CD-ROMs may be borrowed (deposit). Video may be borrowed (deposit). Video may be borrowed (deposit).

CD-ROM may be borrowed (deposit). CD-ROM may be borrowed (deposit). CD-ROM may be borrowed (deposit). Workbooks may be purchased (30p). CD-ROMs may be borrowed (deposit). CD-ROM may be borrowed (deposit). CD-ROM may be borrowed (deposit).

Audio tape and disk may be borrowed (deposit).

CD-ROM may be borrowed (deposit). CD-ROM may be borrowed (deposit). CD-ROMs may be borrowed (deposit).

Workbook and disk may be borrowed (deposit)

CD-ROM may be borrowed (deposit). CD-ROM and tape may be borrowed (deposit). CD-ROMs may be borrowed (deposit).

CD-ROM may be borrowed (deposit). CD-ROM may be borrowed (deposit).

CD-ROMs may be borrowed (deposit).

Workbooks and disks may be borrowed (deposit).

Pack may be purchased (£3.50). CD-ROM may be borrowed (deposit). CD-ROMs may be borrowed (deposit). Workbook may be purchased (50p).

Workbooks and disks may be borrowed (deposit).

CD-ROM may be borrowed (deposit). CD-ROMs may be borrowed (deposit).

Workbooks and disks may be borrowed (deposit). Pack may be purchased (£3.50).

CD-ROM may be borrowed (deposit). CD-ROMs may be borrowed (deposit). Workbooks and disks may be borrowed (deposit). CD-ROM may be borrowed (deposit). Tutorial accessed from within application. Book and disk may be borrowed (deposit). CD-ROMs may be borrowed (deposit). Book and CD-ROM may be borrowed (deposit).

Workbook may be purchased (£3). Leaflet U60 may be purchased (90p). Leaflet U92 may be purchased (30p). Course book may be purchased (£6.50/£7.50). Videos may be borrowed (deposit). CD-ROM may be borrowed (deposit). Videos may be borrowed (deposit).

CD-ROM may be borrowed (deposit). CD-ROM may be borrowed (deposit). CD-ROM may be borrowed (deposit). CD-ROM may be borrowed (deposit). CD-ROM may be borrowed (deposit). CD-ROM may be borrowed (deposit). CD-ROM may be borrowed (deposit).