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 Email using Pine on PCs and Unix: Introduction

Courses on the Internet includi	ng Electronic Mail, Web Browsing, Web Page Authoring etc.	
MR B. LANDY	Email using Pine on PCs and Unix: Introduction	Oct. 17
MS M. Z. CARR	Email using Mulberry: Introduction and Further Use	Oct. 22
MR R. J. STIBBS	World Wide Web for Beginners & Searching Techniques (Novice-friendly)	Oct. 8 (a.m.); Nov. 9 (a.m.)
MR R. J. STIBBS	Writing Web Pages Using HTML: Introduction*	Oct. 2, Oct. 12 (a.m.), Oct. 24; Nov. 19; Dec. 5 (a.m.)
MS H. V. SARGAN AND	HTML 4 in More Detail: Intermediate*	Oct. 30
MR R. J. STIBBS		
MS H. V. SARGAN AND	Advanced HTML and Associated Technologies* (Two sessions)	Nov. 14, 16
MR R. J. STIBBS	()	
MR R. J. STIBBS	XML for HTML Users: Introduction*	Nov. 30
	DreamWeaver (for Advanced HTML)*	Nov. 22
MS H. V. SARGAN AND	Dreamweaver (Jor Auvancea III ML)	1404.22
MR R. J. STIBBS	Complier Marine lation for the World Wild Web*	0-+ 35
MR R. J. STIBBS	Graphics Manipulation for the World Wide Web*	Oct. 25
MS H. V. SARGAN	Designing and Managing a Web Site*	Nov. 5
MR R. J. STIBBS	Setting up a Web Server on Windows*	Nov. 2 (a.m.)
MR J. WARBRICK AND MS K. M. JEARY	Securing Access to Web Servers*	Nov. 26
M3 K. M. JEARI		
Courses on Computer Syste	ems (PC/Windows, Macintosh and UNIX)	
TECHNICAL USER	Vicious Viruses, Worrying Worms and Harmless Hoaxes	Nov. 9
SUPPORT STAFF		
MR V. R. WOODLEY	Windows: Basic Introduction for New Users (Novice-friendly)	Oct. 10; Nov. 6
MR V. R. WOODLEY	Windows: Taking the Basics a Little Further	Nov. 23
MR C. QUY	Windows Wizardry: Tools, Tips and Tricks	Nov. 29
MR C. QO I MR M. TEN WOLDE		Oct. 11
MR M. TEN WOLDE	Macintosh Applications (including Word): Introduction	Oct. 25
MS M. Z. CARR	UNIX System: Introduction (Two sessions.)	Oct. 4–5, Oct. 30–31; Dec. 3–4
Courses on Word Processin	g, Desktop Publishing and Related Topics	
MISS C. H. NORTHEAST	Word 2000 for Beginners (Three sessions; self-paced; novice-friendly)	Nov. 15, 16, 19 (a.m.); Dec. 11-13
AND MR M. TEN WOLDE		
MR V. R. WOODLEY	Word 2000: Basic Part 1	Oct. 18
MR V. R. WOODLEY	Word 2000: Basic Part 2*	Oct. 19
MR V. R. WOODLEY	Word 2000: Intermediate*	Nov. 13
MR V. R. WOODLEY	Word 2000: Advanced*	Dec. 4
MS J. C. MONCK	Word 2000: Mail Merge for letters and labels*	Nov. 26
MS S. C. ROGERS	Quark Xpress (Desktop Publishing): Introduction	Nov. 12
MS K. M. JEARY AND	LaTeX (Text processing on UNIX and other systems): Introduction	Nov. 7–8
MR R. J. DOWLING	(Two sessions)	1101.7 0
DR J. L. DAWSON AND	EndNote for Computerised Bibliographies: Introduction (Sidgwick site)	Oct. 23: Nov. 21
	Enurvoic for Comparensea Bionographies. Introduction (Stagwick site)	000.25,1000.21
DR R. RODD	Down Doint 2000 for Docimona Quick Start (Solf mood, porior friendly)	New 12
MR M. TEN WOLDE	PowerPoint 2000 for Beginners: Quick Start (Self-paced; novice-friendly)	
MR R. J. STIBBS	PowerPoint for Professional Presentations: Introduction*	Oct. 16
MR R. J. STIBBS	PowerPoint: Advanced Workshop*	Nov. 28
Courses on Spreadsheets, D	Databases, Statistical Software, Programming etc.	
DR P. CALLOW	Date Analysis on the PWF: Which Software?	Nov. 1
DR P. CALLOW	Simple Questionnaire Design and Data Entry	Nov. 29
MISS C. H. NORTHEAST	Excel 2000 for Beginners (Self-paced; novice-friendly; Three sessions)	Nov. 15, 16, 19 (a.m.); Dec. 11-13
AND MR M. TEN WOLDE	5 6 (1)	
MS S. C. ROGERS	Excel 2000/2001 (Spreadsheet Package); Introduction*	Oct. 3,. 22; Nov. 5
MS S. C. ROGERS	Excel 2000/2001: Intermediate*	Oct. 29
MS S. C. ROGERS	Excel 2000/2001: Further Use*	Oct. 27
DR P. CALLOW	SPSS (Statistical Package): Introduction Part 1* (Two sessions)	Oct. 11, 15; Nov. 12, 14, 28, 30
DR P. CALLOW	SPSS: Introduction Part 2*	Nov. 20
MR A. T. JUDD	Access 2000 (Database Package): Introduction (Two sessions)	Oct. 8–9; Nov. 1–2, 22–23
MR A. T. JUDD	Access 2000: Further Use* (Two sessions)	Nov. 7–8
MR R. J. STIBBS	File Maker Pro (Database Package): Introductory Practical	Nov. 6
MR D. J. HARRISON	Oracle (Relational Database Management System): Introduction (Three sessions)	Dec. 5–7
MER C BOCEBE	(1 hree sessions) Photoshop (Image/Photo Editing Software): Basic Techniques	Oct. 26
MS S. C. ROGERS		
MS S. C. ROGERS AND	Photoshop Basic Techniques for Photographers	Dec. 3
DR S. KEARSEY		N. 15 10 01
DR S. KEARSEY	Simple C Programming* (Three sessions)	Nov. 15, 19, 21
MR D. J. HARRISON	Visual Basic for Applications: Introduction (Two sessions)	Oct. 23–24

Teach-Yourself Computer Training Courses

In addition to the programme of formal courses, a selection of self-teach 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 (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 Video may be borrowed (deposit). Internet Explorer 5 CD-ROM may be borrowed (deposit). Outlook 2000 (Three levels) CD-ROM may be borrowed (deposit). The Online Netskills Interactive Course Web Site Development Made Easy (Mac/PC) (Two levels) CD-ROMs may be borrowed (deposit). Creating Effective Web Pages (Mac/PC) (Two levels) CD-ROMs may be borrowed (deposit). Macromedia Dreamwaves 4 Fundamentals CD-ROM may be borrowed (deposit). Javascript Fundamentals CD-ROM may be borrowed (deposit). Guide to Videoconferencing Video may be borrowed (deposit). Getting Started in Digital Imaging Video may be borrowed (deposit). Macintosh OS9 (Three levels) CD-ROMs may be borrowed (deposit). Quick Start Your Mac CD-ROM may be borrowed (deposit). Word 98 (Mac) (Six levels) CD-ROMs may be borrowed (deposit). EndNote (Mac/Win)† Leaflet A313 may be purchased (30p). Excel 98 (Mac) (Six levels) CD-ROMs may be borrowed (deposit). CD-ROMs may be borrowed (deposit). CD-ROMs may be borrowed (deposit). FileMaker Pro 5 (Mac/PC) (Six levels) FileMaker Pro 5 Web Publishing (Mac/PC) (Two levels) PageMaker 6.5 (Mac) (Four levels) CD-ROMs may be borrowed (deposit). QuarkXPress 4.0 (Mac/PC) (Three levels) CD-ROMs may be borrowed (deposit). Photoshop 5.0 (Mac/PC) (Two levels) CD-ROMs may be borrowed (deposit). CD-ROM may be borrowed (deposit). Photoshop for Photographers (Mac/PC) Book and CD-ROM may be borrowed (deposit). Illustrator 8 Classroom in a Book Windows 2000 (Three levels) CD-ROMs may be borrowed (deposit). Windows 2000: Introduction Workbook may be borrowed (deposit). Windows 98 (Four levels) CD-ROMs may be borrowed (deposit). Basic PC Hardware and Troubleshooting (Five levels) CD-ROMs may be borrowed (deposit). Word 2000 (Three levels) (also two levels on single CD) CD-ROMs may be borrowed (deposit). Word 2000 (Four levels)† Word 2000 for Beginners† (also for Word 97) Packs may be purchased (£3.50). Word 97 CD & workbooks may be borrowed (deposit). PowerPoint 2000 (Three levels) (also two levels on single CD) CD-ROMs may be borrowed (deposit). PowerPoint 2000 (and 97) for Beginners: Quick Start Workbook may be purchased (50p). PowerPoint 2000 (also for PowerPoint 97)* PowerPoint 97 CD & workbooks may be borrowed (deposit). Excel 2000 (Five levels) (also two levels on single CD) CD-ROMs may be borrowed (deposit) Excel 2000 (Four levels)† Excel 2000 for Beginners (also for Excel 97)† Pack may be purchased (£3.50). Excel 97 CD & workbooks may be borrowed (deposit). Access 2000 (Three levels) (also two levels on single CD) CD-ROMs may be borrowed (deposit). Access 2000 (Three levels)† (also for Access 97) Access 97 CD & workbooks may be borrowed (deposit). Microsoft Frontpage 2000 (Two levels)† Workbook may be borrowed (deposit). XML: Introduction CD-ROM may be borrowed (deposit). Microsoft Project 2000 (Three levels)† Workbook and disk may be borrowed (deposit). SPSS (Statistical package): Introduction Tutorial accessed from within application. SPSS 9.0 Introduction and Guide to Data Analysis† Book and disk may be borrowed (deposit). CorelDraw 8.0 (Three levels) CD-ROMs may be borrowed (deposit). UNIX Text Manipulation Tools† Workbook may be purchased (£3). Programmer Support Tools on UNIX-make Leaflet U60 may be purchased (90p). SAS: Hands-on Introduction† Leaflet U92 may be purchased (30p). Genstat Release 4 for Unix/Windows† Course book may be purchased (£6.50/£7.50). 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 may be borrowed (deposit). Visual Basic: Introduction CD-ROM may be borrowed (deposit).

Java Tutorial (N.B. Covers JDK1.0 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). Tutorial accessed with a Web browser (http://www.netskills.ac.uk/TONIC/)

Workbooks and disks may be borrowed (deposit). Workbooks and disks may be borrowed (deposit). Workbooks and disks may be borrowed (deposit). Workbooks and disks 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).