COMPUTING SERVICE

IT/COMPUTER TRAINING COURSES (Michaelmas Term 2005)

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 after this one will be in the Lent Term, starting in January 2006. 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 K. M. JEARY	*Remote Access to Cambridge Resources*	Nov. 21
MS R. WILLIAMS	*Teaching with VLEs (Virtual Learning Environments): Introduction**	Nov. 16 a.m.
MS S. C. ROGERS	*Design and Typography Workshop*	Nov. 4 a.m.
MR D. N. BRYANT		
AND MS S. MACRAE	*Talk Don't Type! Dictate to your PC with Dragon NaturallySpeaking**	Nov. 24 a.m.
DR P. CALLOW	*Data Analysis on the PWF: Which Software?*	Nov. 3
DR P. CALLOW	*Simple Questionnaire Design and Data Entry*	Nov. 22

Electronic Mail and Web Browsing

MR A. D. STONE	*Email: Managing Your Messages and Saving Time*	Nov. 1
MS M. GONZALEZ	*Outlook for Email and Information Management: Introduction*	Oct. 24
MR R. J. STIBBS	*Web Browsing and Searching Techniques (Novice friendly)*	Oct. 19 a.m.

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

MR V. R. WOODLEY	*Windows: Getting the Basics Right (Level 1) (Novice friendly)*	Oct. 14
MR V. R. WOODLEY	*Windows: File Handling and Desktop Skills (Level 2)**	Oct. 25
MR V. R. WOODLEY	*Windows: Keeping Your PC Safe and Secure (Level 3)**	Nov. 10
MR K. MORGAN	*PC Hardware Basics: Getting Right Inside*	Oct. 31
MR A. D. STONE	*Macintosh: Getting to Grips with Mac OS X (Novice friendly)*	Oct. 18
MR R. J. DOWLING	*PWF Linux: Introduction*	Oct. 31
MS M. Z. CARR	*Unix System: Introduction (2 sessions)*	Oct. 27–28; Nov. 22–23
MR R. J. DOWLING	*Unix Systems: Further Use* (2 sessions)*	Nov. 29–30
MR S. J. ISON	*Vi Editor: Introduction (self-paced)*	Dec. 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 2003 for Beginners (self-paced; novice friendly; 3 sessions)*	Oct. 26-28 a.m.; Nov. 28,30 and Dec. 2
MR V. R. WOODLEY	*Word: Getting the Basics Right (Level 1)*	Oct. 19
MR V. R. WOODLEY	*Word: Taking Control of Document Design (Level 2)**	Nov. 4
MR V. R. WOODLEY	*Word: Mastering Advanced Features (Level 3)**	Nov. 25
MS S. C. ROGERS	*InDesign (Desktop Publishing): Getting Started*	Nov. 17
MS M. GONZALEZ	*QuarkXpress (Desktop Publishing): Introduction**	Nov. 15
MS M. GONZALEZ	*QuarkXpress: Further Use**	Nov. 29
MS K. M. JEARY AND		
DR M. R. O'DONOHOE	*LaTeX (Text processing): Introduction (2 sessions)*	Nov. 7–8
DR J. L. DAWSON		
AND DR R. RODD	*EndNote for Computerised Bibliographies: Introduction*	Oct. 12; Nov. 1; Nov. 29 a.m.
MR M. TEN WOLDE	*PowerPoint 2003 for Beginners: Quick Start (self-paced; novice friendly)*	Oct. 20 a.m.
MR R. J. STIBBS	*PowerPoint for Professional Presentations: Introduction**	Nov. 15
MR R. J. STIBBS	*PowerPoint: Further Use**	Nov. 21

Web Page Authoring & Web Site Management

MR R. J. STIBBS	*Web Authoring: Introduction to HTML (Level 1)**	Oct. 10; Oct. 26; Nov. 25 a.m.
MR R. J. STIBBS	*Web Authoring: Beyond the Basics (Level 2)**	Oct. 11; Oct. 31; Dec. 1 a.m.
MR R. J. STIBBS	*Web Authoring: Cascading Style Sheets and Tables (Level 3)**	Nov. 2
MS H. V. SARGAN	*Web Authoring: Cascading Style Sheets Further Use (Level 4)**	Nov. 17
MR R. J. STIBBS	*Web Authoring: Web Graphics (Level 3)**	Nov. 11 a.m.
MR R. J. STIBBS	*Web Authoring: XML Introduction (Level 3)**	Nov. 18 a.m.
MR D. N. BRYANT	*Web Authoring: DreamWeaver Introduction (Level 4)**	Nov. 7
MS H. V. SARGAN	*Web Management: Designing and Indexing an Accessible Website (Level 3)**	Nov. 9
MS H. V. SARGAN	*Web Management: Databases and Content Management (Level 4)**	Dec. 1

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. 3
DR P. CALLOW	*Simple Questionnaire Design and Data Entry*	Nov. 22
MISS C. H. NORTHEAST AND MR M. TEN WOLDE	*Excel 2003 for Beginners (self-paced) (Novice friendly; 3 sessions)*	Oct. 26–28 a.m.; Nov. 28,30 and Dec. 2
MR N. T. TAYLOR	*Excel 2003 (Spreadsheet Package): Introduction*	Oct. 21
MR R. BOUGHEY	*Excel 2003: Further Use*	Nov. 1 a.m.
MS M. GONZALEZ	*Excel 2003: Macros and Other Topics**	Nov. 22 a.m.
MR F. P. HAYWARD	*Excel Programming Using VBA**	Dec. 2 a.m.
DR P. CALLOW	*SPSS (Statistical Package): Basic Part 1**	Oct. 13; Nov. 8; Nov. 28
DR P. CALLOW	*SPSS (Statistical Package): Basic Part 2**	Oct. 20; Nov. 10; Dec. 1
DR P. CALLOW	*SPSS: Beyond the Basics**	Nov. 14
MS M. GONZALEZ	*Access 2003 (Database Package): Quick Start*	Nov. 8 a.m.
MR A. T. JUDD	*Access 2003 (Database Package): Introduction (2 sessions)*	Oct. 17–18
MR A. T. JUDD	*Access 2003: Further Use* (2 sessions)*	Nov. 24–25
MR R. J. STIBBS	*FileMaker Pro (Database Package): Introduction*	Oct. 28 a.m.
MR D. J. HARRISON	*Oracle (Relational Database Management System): Intro (3 sessions)*	Dec. 5–7
MR F. P. HAYWARD	*SQL Server Survival Part 2: Basic Admin**	Oct. 24
MS S. C. ROGERS	*Digital Photography: Managing and Publishing Photos with iPhoto (Mac)*	Oct. 21
MR C. QUY	*Photoshop (Image/Photo Editing Software): Basic Techniques*	Oct. 13; Nov. 14
MS S. C. ROGERS	*Photoshop: Further Techniques**	Nov. 28
MS S. C. ROGERS	*Illustrator: The Basics*	Oct. 27
MR D. J. HARRISON	*Simple C Programming* (3 sessions)*	Nov. 11,16,18
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 2003: 3 volumes (PC)	CDs for loan (deposit).
Access 2002: Foundation† (PC)	Workbook with CD for loan (deposit).
Access 2000: 3 levels (PC)	CDs for loan (deposit).
Access 2000: 3 levels† (PC)	Workbooks with CDs for loan (deposit).
Acrobat 5 (Mac/PC)	CD for loan (deposit).
ARC GIS	ESRI Virtual Campus courses.
Atlas.ti (Qualitative Analysis package)	Joint Schools programme and tutorial.
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).
ESRI ARC GIS	ESRI Virtual Campus courses.
Excel 2003: 3 volumes (PC)	CDs for loan (deposit).
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 2004: 4 volumes 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).
Fortran	Course notes and web course.
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).
GIS ARC	ESRI Virtual Campus courses.
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).

COMPUTING SERVICE (continued)

Macintosh OSX: 4 levels (Mac)	CDs for loan (deposit).
Macintosh: Quick Start Your iMac (Mac)	CD for loan (deposit).
Matlab	Mathworks tutorial.
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).
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 2002: 2 levels† (Win)	Workbooks with CDs 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 2004: 2 volumes (Mac)	CDs for loan (deposit).
Project 2003: 3 volumes (PC)	CDs for loan
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).
Qualitative Analysis package (Atlas.ti)	Joint Schools programme and tutorial.
QuarkXPress 4.0: 3 levels† (PC)	Workbooks with CDs for loan (deposit).
Reference Manager (Bibliographic software)	Tutorial and documentation.
SPSS (Statistical package): Introduction	Tutorial accessed from within application.
SPSS 11.0 Intro and Guide to Data Analysis†	Book with disk for loan (deposit).
Statistics for the Terrified	Tutorial on the PWF PCs.
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 2002: 3 levels† (Win)	Workbooks with CDs 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 2004: 4 volumes (Mac)	CDs for loan (deposit).
XML: Introduction (Win)	CD for loan (deposit).