COMPUTING SERVICE

IT/COMPUTER TRAINING COURSES (Michaelmas Term 2006)

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 mid-January 2007. 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

MR R. J. DOWLING	*Scientific Computing: Introduction (Novice friendly)*	Oct. 9
MS K. M. JEARY	*Remote Access to Cambridge Resources*	Nov. 24
MS S. C. ROGERS	*Design and Typography Workshop*	Oct. 26 a.m.
MR J. NEWMAN	*GarageBand for Music and Podcasting: Getting Started (Mac)*	Nov. 2
MS S. MACRAE	*Talk Don't Type! Dictate to your PC with Dragon NaturallySpeaking**	Oct. 24 a.m.
DR P. HAZEL	*Pattern Matching Using Regular Expressions*	Oct. 19
DR P. HAZEL	*How Email Works: Technical Overview*	Nov. 28
MR N. M. MACLAREN	*How Computers Handle Numbers*	Nov. 7

Electronic Mail

MR R. J. STIBBS	*Web Browsing and Searching Techniques (Novice friendly)*	Oct. 13 a.m.
MR A. D. STONE	*Email: Managing Your Messages and Saving Time*	Oct. 27
MS M. GONZALEZ	*Outlook for Email and Information Management: Introduction*	Oct. 16

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

MR A. D. STONE	*Macintosh: Getting to Grips with Mac OS X (Novice friendly)*	Oct. 16
MR V. R. WOODLEY	*Windows: Getting the Basics Right (Level 1) (Novice friendly)*	Oct. 12
MR V. R. WOODLEY	*Windows: File Handling and Desktop Skills (Level 2)**	Oct. 17
MR V. R. WOODLEY	*Windows: Keeping Your PC Safe and Secure (Level 3)**	Oct. 26
MR K. MORGAN	*PC Hardware Basics: Getting Right Inside*	Nov. 2 a.m.
MS M. Z. CARR	*Unix System: Introduction (2 sessions)*	Oct. 10–11; Nov. 6–7
MR S. J. ISON	*Vi Editor: Introduction (self-paced)*	Oct. 18
MR R. J. DOWLING	*Emacs Editor: Introduction*	Oct. 13
MR B. BECKLES	*Unix Systems: Shell Scripting (I)*	Nov. 8
MR B. BECKLES	*Unix Systems: Shell Scripting (II)**	Nov. 15
MR B. BECKLES	*Unix Systems: Shell Scripting Workshop**	Nov. 22
MR R. J. DOWLING	*Unix Systems: Commands for the Intermediate User**	Nov. 14
MR R. J. DOWLING	*Unix Systems: Remote Access**	Nov. 21
MR R. J. DOWLING	*Unix Systems: Building, Installing and Running Software* (3 sessions)*	Dec. 5–7

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. 23–25 a.m.; Nov. 24, 27–28 a.m.
MR V. R. WOODLEY	*Word: Getting the Basics Right (Level 1)*	Oct. 31
MR V. R. WOODLEY	*Word: Taking Control of Document Design (Level 2)**	Nov. 8
MR V. R. WOODLEY	*Word: Mastering Dissertations, Theses and Books (Level 3)**	Nov. 16
MS S. C. ROGERS	*iWork (Mac): Keynote (Presentations) and Pages (Desktop Publishing)*	Oct. 30
MS S. C. ROGERS	*InDesign (Desktop Publishing): Getting Started*	Nov. 6
MS M. GONZALEZ	*QuarkXpress (Desktop Publishing): Introduction**	Oct. 31
MS M. GONZALEZ	*QuarkXpress: Further Use**	Nov. 7
MS K. M. JEARY AND DR M. R. O'DONOHOE	*LaTeX (Text processing): Introduction (2 sessions)*	Nov. 9–10
DR J. L. DAWSON AND DR R. RODD	*EndNote for Computerised Bibliographies: Introduction*	Oct. 10; Nov. 1; Nov. 21 a.m.
MR M. TEN WOLDE	*PowerPoint for Beginners: Quick Start (Self-paced; novice friendly)*	Oct. 19 a.m.
MR R. J. STIBBS	*PowerPoint for Professional Presentations: Introduction**	Nov. 10
MR R. J. STIBBS	*PowerPoint: Further Use**	Nov. 21
MS M. GONZALEZ	*PowerPoint: Creating Animated Presentations**	Dec. 1 a.m.

Web Page Authoring and Web Site Management

MR R. J. STIBBS	Web Authoring: Introduction to HTML (Level 1)*	Oct. 6; Oct. 20; Nov. 30 a.m.
MR R. J. STIBBS	*Web Authoring: Beyond the Basics (Level 2)**	Oct. 9; Oct. 27; Dec. 4 a.m.
MR R. J. STIBBS	*Web Authoring: Cascading Style Sheets and Tables (Level 3)**	Nov. 3
MS H. V. SARGAN	*Web Authoring: Cascading Style Sheets Further Use (Level 4)**	Nov. 9
MR R. J. STIBBS	*Web Authoring: Web Graphics (Level 3)**	Nov. 28
MR R. J. STIBBS	*Web Authoring: XML Introduction (Level 3)**	Nov. 23 a.m.
MR R. J. STIBBS	*Web Authoring: DreamWeaver Introduction (Level 4)**	Nov. 16 a.m.
MS H. V. SARGAN	*Web Site Management: Web Design, Indexing and Accessibility (L 3)**	Nov. 15
MR R. J. STIBBS	*Web Site Management: Simple CGI and Forms (Level 3)**	Nov. 17 a.m.
MS H. V. SARGAN	*Web Site Management: Databases and Content Management (Level 4)**	Nov. 22

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/

MISS C. H. NORTHEAST AND MR M. TEN WOLDE	*Excel 2003 for Beginners (Self-paced; novice friendly; 3 sessions)*	Oct. 23–25 a.m.; Nov. 24, 27–28 a.m.
MS E. V. LILLEY	*Excel 2003 (Spreadsheet Package): Introduction*	Nov. 7 a.m.
MR R. BOUGHEY	*Excel 2003: Further Use**	Nov. 14 a.m.
MS M. GONZALEZ	*Excel 2003: Macros and Other Topics**	Nov. 20
MR F. P. HAYWARD	*Excel Programming Using VBA**	Nov. 27 a.m.
MR Z. LAVICZA	*SPSS (Statistical Package): Basic Part 1**	Oct. 10 a.m.; Nov. 2
MR Z. LAVICZA	*SPSS (Statistical Package): Basic Part 2**	Oct. 12 a.m.; Nov. 13
MR Z. LAVICZA	*SPSS: Beyond the Basics**	Nov. 29
MR A. T. JUDD	*Access 2003 (Database Package): Introduction (2 sessions)*	Oct. 19–20
MR A. T. JUDD	*Access 2003: Further Use* (2 sessions)*	Nov. 23–24
MR R. J. STIBBS	*FileMaker Pro (Database Package): Introduction*	Nov. 8 a.m.
MR D. J. HARRISON	*Oracle (Relational Database Management System): Intro (3 sessions)*	Dec. 5–7 a.m.
DR M. M. ISLAM	*MATLAB: Getting started*	Nov. 1 a.m.
MR C. QUY	*Photoshop (Image/Photo Editing Software): Basic Techniques*	Oct. 5; Oct. 25
MS S. C. ROGERS	*Photoshop: Further Techniques**	Nov. 13
MS S. C. ROGERS	*Illustrator: The Basics*	Oct. 19
MR J. NEWMAN	*GarageBand for Music and Podcasting: Getting Started (Mac)*	Nov. 2

Programming

MR B. BECKLES	*Programming: Intro to Programming Using Python (3 sessions)*	Oct. 23–24, 31
MR D. J. HARRISON	*C: Introduction for Those New to Programming* (3 sessions)*	Oct. 30, 1, 3
MR D. J. HARRISON	*Visual Basic: Intro for Those New to Programming (2 sessions)*	Nov. 16–17
MR N. M. MACLAREN	*Programming: Introduction to Modern Fortran* (3 sessions)*	Nov. 29–1 a.m.
MR B. BECKLES	*Object Oriented Programming: Concepts and Use in Python**	Nov. 28
MR N. M. MACLAREN	*Computer Architecture: What Programmers Need to Know**	Oct. 27
MR N. M. MACLAREN	*Building Applications Out of Several Programs**	Nov. 23

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 volumes. 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 (Win)	CDs for loan (deposit).
Access 2003: 3 levels† (Win)	Workbook with CD for loan (deposit).
Acrobat 5 (Mac/Win)	CD for loan (deposit).
Atlas.ti (Qualitative Analysis package)	Joint Schools programme and tutorial.
C Programming (Win)	CD for loan (deposit).
C Programming: Foundation (Win)	Workbook and CD for loan (deposit).
C++ Programming for C Programmers (Win)	CD for loan (deposit).
C++ Programming	Videos for loan (deposit).
Dreamweaver 4: 3 volumes† (Win)	Workbooks with CDs for loan (deposit).
DreamWeaver 4 Fundamentals (Mac/Win)	CD for loan (deposit).
Excel 2003 for Beginners† (Win)	Packs for sale (£3.50).
Excel 2003: 5 volumes (Win)	CDs for loan (deposit).
Excel 2003: 4 volumes† (Win)	Workbooks with CDs for loan (deposit).
Excel 2004: 4 volumes (Mac)	CDs for loan (deposit).
FileMaker Pro 7.0: 8 volumes (Mac/Win)	CDs for loan (deposit).
FileMaker Pro 5 Advanced Scripting: 5 vols (Mac/Win)	CDs for loan (deposit).
FileMaker Pro 5 Web Publishing: 2 vols (Mac/Win)	CDs for loan (deposit).
Flash MX for Designers (Mac/Win)	CD for loan (deposit).
Fortran	Course notes and web course.
FrontPage 2002: 2 volumes† (Win)	Workbooks with CDs for loan (deposit).
HTML 4: 2 volumes (Win)	Workbook with CD for loan (deposit).
Illustrator 10 Classroom in a Book (Mac/Win)	Book with CD for loan (deposit).
InDesign 2.0 Classroom in a Book† (Mac/Win)	Book with CD for loan (deposit).
Java Tutorial (JDK1.0) (Win)	CD for loan (deposit).
Java and Core Class Libraries (Win)	CD for loan (deposit).
Java Applets: Introduction (Win)	CD for loan (deposit).
JavaScript Fundamentals (Mac/Win)	CD for loan (deposit).
Macintosh OSX: 4 volumes (Mac)	CDs for loan (deposit).
Matlab	Mathworks tutorial (web).
NaturallySpeaking v.7 Guide: 2 volumes (Win)	CDs for loan (deposit).
Netskills (TONIC)	Tutorial accessed with a web browser.
Outlook 2003: 2 levels † (Win)	Workbooks with CD for loan (deposit).
PageMaker 6.5: 4 volumes (Mac)	CDs for loan (deposit).
PageMaker 6.5: 3 volumes† (Win)	Workbooks with CDs for loan (deposit).
PC Hardware and Troubleshooting: 5 volumes (Win)	CDs for loan (deposit).
Photoshop 6.0: 4 volumes (Mac/Win)	CDs for loan (deposit).
Photoshop 6.0: 3 volumes† (Win)	Workbooks with CDs for loan (deposit).
Photoshop for Photographers (Mac/Win)	CD for loan (deposit).
PowerPoint 2003 for Beginners: Quick Start† (Win)	Workbooks for sale (50p).
PowerPoint 2003: 2 volumes† (Win)	Workbooks with CDs for loan (deposit).
PowerPoint 2004: 2 volumes (Mac)	CDs for loan (deposit).

COMPUTING SERVICE (continued)

Project 2003: 3 volumes (Win)	CD for loan (deposit).
Project 2000: 2 volumes† (Win)	Workbooks with CDs for loan (deposit).
Publisher 2002: 2 volumes† (Win)	Workbooks with CDs for loan (deposit).
Qualitative Analysis package (Atlas.ti)	Joint Schools programme and tutorial.
QuarkXPress 4.0: 3 volumes† (Win)	Workbooks with CDs for loan (deposit).
Reference Manager (Bibliographic software)	Tutorial and documentation.
SPSS (Statistical package): Introduction	Tutorial accessed from within application.
SPSS 13.0 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 Win)	CDs for loan (£50 deposit required).
Unix Programmer Support Tools: make	Leaflet U60 for sale (90p).
Unix Text Manipulation Tools	Workbook for sale (£3).
Visual Basic: Introduction (Win)	CD for loan (deposit).
Web Development (Mac/Win): 3 volumes	CDs for loan (deposit).
Windows XP: 3 volumes† (Win)	Workbooks with CDs for loan (deposit).
Windows Programming (Win)	CD for loan (deposit).
Word 2003: 3 volumes† (Win)	Workbooks with CDs for loan (deposit).
Word 2003 for Beginners†	Packs for sale (£3.50).
Word 2004: 4 volumes (Mac)	CDs for loan (deposit).
XML: Introduction (Win)	CD for loan (deposit).