COMPUTING SERVICE

IT/COMPUTER TRAINING COURSES (Michaelmas Term 2008)

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 programme is published termly, so that the next programme after this one will be in the Lent Term, starting in mid-January 2009. In addition to instructor-led courses 'self-teach' materials are 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. 10
MR K. MORGAN	*PC Hardware Basics: Getting Right Inside*	Nov. 4 a.m.; Nov. 28 a.m.
MS S. C. ROGERS	*Design and Typography Workshop*	Nov. 6 a.m.
MS S. MACRAE	*Dragon Voice Activated S/ware: Increase Productivity and Reduce RSI**	Nov. 12 a.m.

Web Browsing and Electronic Mail

MS Y. NOBIS	*Web Skills for Researchers: Why Not to Google*	Oct. 15
MS Y. NOBIS	*Web Skills for Researchers: Web of Knowledge*	Oct. 23 a.m.
MR A. D. STONE	*Email: Managing Your Messages and Saving Time*	Nov. 3

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

MISS C. H. NORTHEAST AND MR M. TEN WOLDE	*Windows Basics:* Novices are advised to attend *Word for Beginners*	Oct. 21–23 a.m.; Nov. 24–26 a.m.
MR V. R. WOODLEY	*Windows: Keeping Your PC Safe and Secure – Presentation*	Oct. 14
MR V. R. WOODLEY AND MR M. TEN WOLDE	*Windows: Keeping Your PC Safe and Secure – Laptop Workshop*	Oct. 15
MR A. D. STONE	*Macintosh: Getting to Grips with Mac OS X* (Novice friendly)	Oct. 20
MS M. Z. CARR	*Unix: Introduction*	Oct. 13–14; Nov. 6–7
MR S. J. ISON	*Vi Editor: Introduction* (Self-paced)	Oct. 24
MR R. J. DOWLING	*Emacs Editor: Introduction*	Oct. 15
MR B. BECKLES	*Unix: Simple Shell Scripting for Scientists**	Nov. 14, 19, 21
MR R. J. DOWLING	*Linux: Installation (Demonstration)*	Nov. 11
MR R. J. DOWLING	*Unix: Building, Installing and Running Software**	Dec. 9–11

Word Processing, Desktop Publishing, Bibliographic and Presentation Software

There is also a separate programme of courses on Microsoft Office applications (including Word and PowerPoint) 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 2007 for Beginners* (Self-paced; novice friendly)	Oct. 21–23 a.m.; Nov. 24–26 a.m.
MR V. R. WOODLEY	*Word: Taking Control of Document Design (Level 2)**	Nov. 14
MR V. R. WOODLEY	*Word: Mastering Dissertations and Theses (Level 3)**	Nov. 24
MS S. C. ROGERS	*InDesign (Desktop Publishing): Getting Started*	Nov. 18
MS K. M. JEARY AND DR M. R. O'DONOHOE	*LaTEX (Text processing): Introduction*	Nov. 3–4
MS K. M. JEARY	*LaTEX Follow–up Practical Using Texshop on a Mac**	Nov. 7
DR J. L. DAWSON AND DR R. RODD	*EndNote for Computerised Bibliographies: Introduction*	Oct. 16 a.m.; Oct. 29; Nov. 11; Dec. 3 a.m.
MR M. TEN WOLDE	*PowerPoint for Beginners: Quick Start* (Self-paced; novice friendly)	Oct. 31 a.m.
MR R. J. STIBBS	*PowerPoint for Professional Presentations: Fast Track Intro**	Nov. 25
MR R. J. STIBBS	*PowerPoint: Further Use**	Dec. 1 a.m.

Web Page Authoring and Web Site Management

MR R. J. STIBBS	*Web Authoring: Introduction to HTML (Level 1)**	Oct. 27; Dec. 4 a.m.
MR R. J. STIBBS	*Web Authoring: Beyond the Basics (Level 2)**	Oct. 13 a.m.; Oct. 28; Dec. 8 a.m.
MR R. J. STIBBS	*Web Authoring: Cascading Style Sheets and Tables (Level 3)**	Nov. 5
MS H. V. SARGAN	*Web Authoring: Cascading Style Sheets Next Steps (Level 4)**	Nov. 10–11
MS H. V. SARGAN	*Web Authoring: Web2.0 (Collaborative Technologies) – Overview**	Dec. 5
MR R. J. STIBBS	*Web Authoring: Web Graphics (Level 3)**	Nov. 21
MR R. J. STIBBS	*Web Authoring: XML Introduction (Level 3)**	Nov. 17
MR D. N. BRYANT	*Web Authoring: DreamWeaver Introduction (Level 4)**	Nov. 10 a.m.
MS H. V. SARGEN	*Web Authoring: Writing for the Web*	Oct. 30 a.m.
MS H. V. SARGAN	*Creating and Managing a Web Site (Level 3)**	Dec. 2–3

Applications (Spreadsheet, Database, Graphics/Image Processing and Statistical Software)
There is also a separate programme of courses on Microsoft Office applications (including Excel and Access) 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	*Excel 2007 for Beginners (self-paced)* (Novice friendly)	Oct. 21–23 a.m.; Nov. 24–26 a.m.
MS E. V. LILLEY	*Excel 2007 (Spreadsheet Package): Introduction*	Nov. 11 a.m.
MS E. V. LILLEY	*Excel 2007: Further Use**	Nov. 19 a.m.
MS M. GONZALEZ	*Excel 2007: Macros and Other Topics**	Nov. 25 a.m.
MS M. GONZALEZ	*Access 2007 (Database Package): Fast Track*	Oct. 28 a.m.
MR A. T. JUDD	*Access 2007 (Database Package): Introduction*	Oct. 16–17
MR A. T. JUDD	*Access 2007: Further Use**	Nov. 20–21
MR R. J. STIBBS	*FileMaker Pro (Database Package): Introduction*	Nov. 4
MR D. J. HARRISON	*Relational Database Design*	Nov. 26
MR Z. LAVICZA	*SPSS (Statistical Package): Basic Part 1**	Oct. 14 a.m.; Nov. 5 a.m.
MR Z. LAVICZA	*SPSS (Statistical Package): Basic Part 2**	Oct. 21 a.m.; Nov. 12 a.m.
MR Z. LAVICZA	*SPSS: Beyond the Basics**	Dec. 2 a.m.
MR P. MAZUMDAR	*Stata (Statistical Package): Basic Part 1**	Oct. 20; Nov. 5
MR P. MAZUMDAR	*Stata (Statistical Package): Basic Part 2**	Oct. 23; Nov. 17
DR T. J. CROUDACE	*Stata for Regressional Analysis*	Nov. 18–19
DR M. M. ISLAM	*MATLAB: Getting Started*	Oct. 15 a.m.; Nov. 18 a.m.
DR M. M. ISLAM	*MATLAB: Further Use (Part 1)**	Oct. 22 a.m.; Dec. 3 a.m.
DR M. M. ISLAM	*MATLAB: Further Use (Part 2)**	Oct. 29 a.m.; Dec. 5 a.m.
MR B. BECKLES	*Mathematica: Basics*	Oct. 21–22
MR B. BECKLES	*Mathematica: Graphics**	Nov. 27
MR N. M. MACLAREN	*Mathematica: Linear Algebra**	Dec. 8
MR C. QUY	*Photoshop (Image/Photo Editing): Basic Techniques*	Oct. 14; Nov. 13
MS S. C. ROGERS	*Photoshop: Further Techniques**	Nov. 20
MS S. C. ROGERS	*Illustrator: The Basics*	Oct. 30
MS S. C. ROGERS	*CorelDraw: The Basics*	Oct. 28

Programming

MR B. BECKLES	*Programming Concepts for Absolute Beginners* (Novice friendly)	Oct. 16–17
MR B. BECKLES	*Python: Introduction for Absolute Beginners*	Oct. 27, 29, 31
MR B. BECKLES	*Python: Introduction for Programmers**	Nov. 4 a.m.+p.m.
MR B. BECKLES	*Python: Further Topics**	Nov. 12–13
MR B. BECKLES	*Python: Operating System Access**	Dec. 4
MR R. J. DOWLING	*Python: Interoperation with Fortran**	Dec. 1
MR D. J. HARRISON	*C: Introduction for Those New to Programming**	Nov. 18–20 a.m.
MR D. J. HARRISON	*Visual Basic: Introduction for Those New to Programming*	Dec. 9–10 a.m.
MR B. BECKLES	*Object Oriented Programming: Introduction**	Nov. 6
MR N. M. MACLAREN	*Fortran: Introduction to Modern Fortran**	Nov. 24, 26, 28 a.m.+p.m.
MR B. BECKLES	*Program Design: Organising and Structuring Programming Tasks**	Nov. 10
MR N. M. MACLAREN	*Program Design: How Computers Handle Numbers*	Oct. 28

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. Topics for which there are self-teach materials 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 description for each course giving details of version, medium and topics covered on the web at www.cam.ac.uk/cs/courses; printouts can be generated if these are not accessible.

Access	InDesign	Project
Acrobat	Java	Publisher
Adobe products (listed individually)	JavaScript	Qualitative Analysis softtware (Atlas.ti)
Atlas.ti	Keyboard Skills	QuarkXPress
Bibliographic software	Macintosh OSX	Reference Manager
C Programming	Matlab	SPSS
C++ Programming	Microsoft applications (listed individually)	Statistical software (SPSS)
Database software	Microsoft systems (listed individually)	Statistics for the Terrified
Dragon NaturallySpeaking	NaturallySpeaking	Touch Typing
Dreamweaver	Netskills (TONIC)	Typing Tutors
Excel	Office applications (listed individually)	Visual Basic
FileMaker Pro	Outlook	Web Development
Flash	PageMaker	Windows
Fortran	PC Hardware	Word
FrontPage	Photoshop	XML
HTML	PowerPoint	
Illustrator	Programming (C, C++)	