

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

Courses on Using Personal Computers

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

Courses on Word Processing, Desktop Publishing and Related Topics

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

Courses on the Unix System and Related Topics

MS M. Z. CARR	<i>Unix System: Introduction (practicals start 1.30 p.m., lectures 2 p.m.)</i>	Oct. 11-12; Nov. 9-10; Dec. 4-5
MR R. J. DOWLING	<i>Unix Systems: Further Use*</i>	Nov. 23
UNIX SUPPORT STAFF	<i>Linux System Administration* (Five whole days)</i>	Dec. 11-15

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

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

