# IT/COMPUTER TRAINING COURSES (Michaelmas Term 2002)

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. 'Self-teach' 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 Web (www.cam.ac.uk/cs/courses/). The next programme will be in the Lent Term, starting in January 2003. Note that the Computing Service also provides documentation on many topics in the form of handouts, information sheets and leaflets (see Web page www.cam.ac.uk/cs/docs/ or request a copy of handout H9 *Publications Available*).

It is essential to register, preferably by completing the Web form at www.cam.ac.uk/cs/courses/ or, if this is not possible, one of the following methods of booking may 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 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 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 Electronic Mail and Web Browsing

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|---|---|---|
| MR R. J. STIBBS | *World Wide Web: Basics and Searching Techniques* (Novice friendly) | Oct. 14 (a.m.) |
| MR A. D. STONE | *Email using Hermes Webmail: Introduction (2 parts)* | Oct. 23 |
| MS M. Z. CARR | *Email using Mulberry: Introduction (2 parts)* | Oct. 29 |

### Courses on Computer Systems (PC/Windows, Macintosh, Unix/Linux)

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|---|---|---|
| MR V. R. WOODLEY | *Windows: Basic Introduction for New Users* (Novice friendly) | Oct. 18 |
| MR V. R. WOODLEY | *Windows: Taking the Basics a Little Further* | Oct. 30 |
| MR C. QUY | *Windows Wizardry: Tools, Tips and Tricks* | Nov. 19 |
| MR A. D. STONE | *Macintosh: Intro for Beginners and PC/Windows Users* (Novice friendly) | Oct. 16 |
| MR A. D. STONE | *Macintosh Applications (including Word 2001): Introduction* | Nov. 6 |
| MR N. S. SMITH | *Inside the PC* | Oct. 29 |
| MS K. M. JEARY AND MR A. T. JUDD | *Safe and Secure Use of Personal Computers* | Oct. 14 |
| MR R. J. DOWLING | *Linux: Introduction to Linux on the PWF* | Oct. 25 |
| MS M. Z. CARR | *UNIX System: Introduction* (2 sessions) | Oct. 15-16; Oct. 31–1 Nov.; Dec. 4–5 |
| MR R. J. DOWLING | *UNIX Systems: Further Use* (2 sessions) | Nov. 25–26 |
| MR R. J. DOWLING | *Linux System Administration* (5 whole days) | Jan. 6–10 (a.m.+p.m.) |

### Courses on Word Processing, Desktop Publishing, Bibliographic & Presentation Software

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| MISS C. H. NORTHEAST AND MR M. TEN WOLDE | *Word 2000 for Beginners* (Self-paced; novice friendly; 3 sessions) | Nov. 20–22 (a.m.); Dec. 9–11 (a.m.) |
| MR V. R. WOODLEY | *Word 2000: Introduction* | Oct. 22 |
| MR V. R. WOODLEY | *Word 2000: Intermediate** | Nov. 8 |
| MS J. C. MONCK | *Word 2000: Mail Merge for Letters and Labels** | Nov. 26 (a.m.) |
| MR V. R. WOODLEY | *Word 2000: Advanced** | Nov. 22 |
| DR C. P. BARTLET | *PageMaker 6.5 (Desktop Publishing): Introduction** | Nov. 5 |
| MS S. C. ROGERS | *Quark Xpress (Desktop Publishing): Introduction* | Nov. 1 |
| MS K. M. JEARY AND MR R. J. DOWLING | *LaTeX: Introduction* (2 sessions) | Oct. 28–29 |
| DR J. L. DAWSON AND DR R. RODD | *EndNote for Computerised Bibliographies: Introduction* | Oct. 16; Nov. 7; Dec. 2 (a.m.) |
| MR M. TEN WOLDE | *PowerPoint for Beginners: Quick Start* (Self-paced; novice friendly) | Nov. 7 (a.m.) |
| MR R. J. STIBBS | *PowerPoint for Professional Presentations: Introduction** | Oct. 15 |
| MR R. J. STIBBS | *PowerPoint: Advanced Workshop** | Dec. 2 |

### Courses on Web Page Authoring & Web Site Management

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|---|---|---|
| MR R. J. STIBBS | *Web Page Authoring: Introduction to HTML (Level 1)** | Oct. 8; Oct. 22 (a.m.); Nov. 8 (a.m.); Dec. 9 |
| MR R. J. STIBBS | *Web Page Authoring: Beyond the Basics (Level 2)** | Oct. 9; Oct. 24 (a.m.); Nov. 15 (a.m.); Dec. 10 |
| MS H. V. SARGAN | *Web Page Authoring: Tables for Data and Design (Level 3)** | Oct. 30 |
| MR R. J. STIBBS | *Web Page Authoring: Web Graphics (Level 3)** | Nov. 4 |
| MS H. V. SARGAN | *Web Page Authoring: Cascading Style Sheets (Level 3)** | Nov. 6 |
| MS H. V. SARGAN AND MR R. J. STIBBS | *Web Page Authoring: Advanced Technologies (Level 4)** (2 sessions) | Nov. 11–12 |
| MR R. J. STIBBS AND MS H. V. SARGAN | *Web Page Authoring: DreamWeaver Introduction (Level 4)** | Nov. 27 |
| MR R. J. STIBBS | *Web Page Authoring: XML Introduction (Level 4)** | Dec. 4 |
| MS H. V. SARGAN | *Web Site Organisation and Maintenance (Level 4)** | Nov. 18 |
| MR R. J. DOWLING | *Web Server Management: Apache on Red Hat Linux** (2 sessions) | Dec. 2–3 |
| MR J. WARBRICK AND MS K. M. JEARY | *Web Server Management: Securing Access to Web Servers** | Dec. 5 |

### Courses on Applications (Spreadsheet, Database, Image Processing & Statistical Software)

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| DR P. CALLOW | *Data Analysis on the PWF: Which Software?* | Oct. 31 |
| DR P. CALLOW | *Simple Questionnaire Design and Data Entry* | Nov. 28 |
| MISS C. H. NORTHEAST AND MR M. TEN WOLDE | *Excel 2000 for Beginners* (Self-paced; novice friendly; 3 sessions) | Nov. 20–22 (a.m.); Dec. 9–11 (a.m.) |
| MR C. QUY | *Excel 2000/2001 (Spreadsheet Package): Introduction* | Oct. 21; Nov. 27 |
| MR C. QUY | *Excel 2000/2001: Further Use** | Nov. 4; Dec. 2 |
| MS J. C. MONCK | *Excel 2000/2001: Macros and Other Topics** | Nov. 7 |
| MR F. P. HAYWARD | *Excel 2000/2001: Programming Using VBA** | Nov. 25 (a.m.) |
| DR P. CALLOW | *SPSS (Statistical Package): Basic Part 1** (2 sessions) | Oct. 14; Nov. 14; Dec. 3 |
| DR P. CALLOW | *SPSS (Statistical Package): Basic Part 2** | Oct. 17; Nov. 18; Dec. 6 |
| DR P. CALLOW | *SPSS: Beyond the Basics** | Nov. 21 |
| MS J. C. MONCK | *Access 2000 (Database Package): Quick Start* | Oct. 28 (a.m.) |
| MR A. T. JUDD | *Access 2000 (Database Package): Introduction* (2 sessions) | Oct. 10–11; Nov. 11–12 |

| MR A.T. JUDD | *Access 2000: Further Use* (2 sessions) | Nov. 5–6; Nov. 28–29 |
| MR R. J. STIBBS | *FileMaker Pro (Database Package): Introduction* | Oct. 28 |
| MR R. J. STIBBS | *FileMaker Pro: Further Use* | Nov. 20 |
| MR R. J. STIBBS | *FileMaker Pro: Publishing on the Web* | Dec. 6 (a.m.) |
| MR D. J. HARRISON | *Oracle (Relational Database Management): Intro* (3 sessions) | Dec. 9–11 |
| MS S. C. ROGERS | *Photoshop (Image/Photo Editing Software): Basic Techniques* | Oct. 17; Nov. 25 |
| DR S. KEARSEY | *Photoshop: Further Techniques* | Nov. 29 |
| MR D. J. HARRISON | *Visual Basic for Applications: Introduction* (2 sessions) | Oct. 22–23 |
| DR S. KEARSEY | *Simple C Programming* (3 sessions) | Nov. 13, 15, 20 |

**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. 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 (www.cam.ac.uk/cs/courses/) or the booklet which is available on request from Reception.

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| Typing Tutors (for Macintosh and IBM PC) | Disks/CDs for loan (£50 deposit required). |
| Communication, the Web and the Internet | Video for loan (deposit). |
| Internet Explorer 5 | CD-ROM for loan (deposit). |
| Outlook 2002: Foundation (also for 2000)† | Workbooks with CDs for loan (deposit). |
| Outlook 2000: 3 levels | CD-ROM for loan (deposit). |
| The Online Netskills Interactive Course | Tutorial accessed with a Web browser (www.netskills.ac.uk/TONIC/) |
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| Web Site Development Made Easy (Mac/PC): 2 levels | CD-ROMs for loan (deposit). |
| Creating Effective Web Pages (Mac/PC): 2 levels | CD-ROMs for loan (deposit). |
| DreamWeaver 4 Fundamentals | CD-ROM for loan (deposit). |
| Dreamweaver 4: 3 levels† | Workbooks with CDs for loan (deposit). |
| JavaScript Fundamentals | CD-ROM for loan (deposit). |
| Guide to Videoconferencing | Video for loan (deposit). |
| Getting Started in Digital Imaging | Video for loan (deposit). |
| EndNote: Importing References † | Leaflet M313 for sale (30p). |
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| Macintosh OS9: 3 levels | CD-ROMs for loan (deposit). |
| Macintosh OSX: 4 levels | CD-ROMs for loan (deposit). |
| Quick Start Your iMac | CD-ROM for loan (deposit). |
| Word 2001 (Mac): 6 levels | CD-ROMs for loan (deposit). |
| Excel 2001 (Mac): 6 levels | CD-ROMs for loan (deposit). |
| PowerPoint 2001 (Mac): 3 levels | CD-ROMs for loan (deposit). |
| FileMaker Pro 5 (Mac/PC): 6 levels | CD-ROMs for loan (deposit). |
| FileMaker Pro 5 Advanced Scripting (Mac/PC): 5 levels | CD-ROMs for loan (deposit). |
| FileMaker Pro 5 Web Publishing (Mac/PC): 2 levels | CD-ROMs for loan (deposit). |
| PageMaker 6.5 (Mac): 4 levels | CD-ROMs for loan (deposit). |
| PageMaker 6.5 (Mac/PC): 3 levels† | Workbooks with CDs for loan (deposit). |
| QuarkXPress 4.0 (Mac/PC): 3 levels | CD-ROMs for loan (deposit). |
| QuarkXPress 4.0 (Mac/PC): 3 levels† | Workbooks with CDs for loan (deposit). |
| Photoshop 6.0 (Mac/PC): 4 levels | CD-ROMs for loan (deposit). |
| Photoshop for Photographers (Mac/PC) | CD-ROM for loan (deposit). |
| Photoshop 6.0 (Mac/PC): 3 levels† | Workbooks and disks for loan (deposit). |
| Illustrator 8 Classroom in a Book | Book & CD-ROM for loan (deposit). |
| Illustrator 9 (Mac/PC): 3 levels† | Workbooks with CDs for loan (deposit). |
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| Windows XP: 3 levels† | Workbooks with CDs for loan (deposit). |
| Windows 2000: Introduction† | Workbook for loan (deposit). |
| Windows 2000: 3 levels | CD-ROMs for loan (deposit). |
| Windows 98: 4 levels | CD-ROMs for loan (deposit). |
| Word 2002: 3 levels† | Workbooks with CDs for loan (deposit). |
| Word 2000: 3 levels (also 2 levels on single CD) | CD-ROMs for loan (deposit). |
| Word 2000: 4 levels† | Workbooks and disks for loan (deposit). |
| Word 2000 for Beginners† (also for Word 97) | Packs for sale (£3.50). |
| Word 97 | CD and Workbooks for loan (deposit). |
| PowerPoint 2002: 2 levels† | Workbooks with CDs for loan (deposit). |
| PowerPoint 2000: 3 levels (also 2 levels on single CD) | CD-ROMs for loan (deposit). |
| PowerPoint 2000 (and 97) for Beginners: Quick Start† | Workbooks for sale (50p). |
| PowerPoint 2000 (also for PowerPoint 97)† | Workbooks and disks for loan (deposit). |
| PowerPoint 97 | CD and Workbooks for loan (deposit). |
| Excel 2002: 3 levels† | Workbooks with CDs for loan (deposit). |
| Excel 2000: 5 levels (also 2 levels on a single CD) | CD-ROMs for loan (deposit). |
| Excel 2000: 4 levels† | Workbooks and disks for loan (deposit). |
| Excel 2000 for Beginners (also for Excel 97)† | Packs for sale (£3.50). |
| Excel 97 | CD and Workbooks for loan (deposit). |
| Access 2002: Foundation† | Workbook with CD for loan (deposit). |
| Access 2000: 3 levels (also 2 levels on single CD) | CD-ROMs for loan (deposit). |
| Access 2000: 3 levels† (also for Access 97) | Workbooks with CDs for loan (deposit). |
| Access 97 | CD and Workbooks for loan (deposit). |
| FrontPage 2002: 2 levels† | Workbooks with CDs for loan (deposit). |
| FrontPage 2000: 2 levels† | Workbooks with CDs for loan (deposit). |
| HTML 4: 2 levels | Workbooks with CDs for loan (deposit). |
| Flash 5: 3 levels | Workbook with CD for loan (deposit). |
| XML: Introduction | CD-ROM for loan (deposit). |
| PaintShopPro 7: 2 levels† | Workbooks with CDs for loan (deposit). |
| Project 2000: 2 levels† | Workbooks with CDs for loan (deposit). |

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| Project 98: 3 levels† | Workbooks and disks for loan (deposit). |
| Publisher 2002: 2 levels† | Workbooks and disks for loan (deposit). |
| Publisher 2000: Foundation† | Workbooks and disks for loan (deposit). |
| SPSS (Statistical package): Introduction | Tutorial accessed from within application. |
| SPSS 9.0 Introduction and Guide to Data Analysis† | Book and disk for loan (deposit). |
| CorelDraw 8.0: 3 levels | CD-ROMs for loan (deposit). |
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| UNIX Text Manipulation Tools | Workbook for sale (£3). |
| Programmer Support Tools on UNIX - make | Leaflet U60 for sale (90p). |
| Genstat Release 4† | Course book for sale (£7.50). |
| Programming in C: 2 levels | Videos for loan (deposit). |
| C Programming: Foundation | Workbooks and disks for loan (deposit). |
| C Programming (not for absolute novices) | CD-ROM for loan (deposit). |
| Programming in C++ | Videos for loan (deposit). |
| C++ Programming for C Programmers | CD-ROM for loan (deposit). |
| Windows Programming | CD-ROM for loan (deposit). |
| Visual Basic: Introduction | CD-ROM for loan (deposit). |
| Java Tutorial (N.B. Covers JDK1.0 not 1.1) | CD-ROM for loan (deposit). |
| Programming Java Applets: Introduction | CD-ROM for loan (deposit). |
| Programming Java and Core Class Libraries | CD-ROM for loan (deposit). |