Make time for IT
IT training for staff and students

Time to Update

University Information Services

IT Training Calendar
Lent 2017

www.uis.cam.ac.uk/training
### Bibilographic Software
- **EndNote: Customising Output Formats (Styles) (Self-paced)** 06 Feb AM
- **EndNote: Introduction to a Reference Management Program (Self-paced)** 24 Jan AM
- **EndNote: Introduction to a Reference Management Program (Self-paced)** 22 Feb AM
- **Mendeley: Introduction to a Reference Management Program (Self-paced)** 16 Feb AM

### Databases
- **Access 2016: Creating a Simple Database** 23, 24 Jan PM
- **Access 2016: Fast Track Introduction** 07 Feb PM
- **Access 2016: Further Use** 13, 14 Feb PM
- **Relational Database Design** 09 Jan AM

### Design & Desktop Publishing
- **InDesign CC: Introduction to Desktop Publishing** 19 Jan PM
- **InDesign CC: Introduction to Desktop Publishing** 17 Feb AM
- **Publisher 2016: Creating Professional Publications** 17 Mar PM

### Graphics & Photos
- **Photoshop CC: Introduction (Level 1)** 17 Jan AM
- **Photoshop CC: Advanced (Level 2)** 18 Jan AM
- **Illustrator CC: Introduction** 28 Feb PM
- **Photoshop CC: Advanced (Level 2)** 09 Feb PM
- **Photoshop CC: Advanced (Level 2)** 09 Mar AM
- **Photoshop CC: Introduction (Level 1)** 07 Feb PM
- **Photoshop CC: Introduction (Level 1)** 07 Mar AM

### High Performance Computing
- **High Performance Computing: An Introduction** 23 Mar AM
- **High Performance Computing: Programming GPU using Open ACC** 03 Feb AM

### HR Systems
- **CHRIS: an Introduction** Monthly varies
- **Recruitment Administration System (RAS)** Monthly varies
- **Web Recruitment Training - R4** Monthly varies

### Multimedia
- **Adobe Connect: Conference, Collaborate & Broadcast your Lecture via the Web** 17 Feb PM
- **Video Production: Shoot, Edit and Upload (Workshop)** 16 Mar all day

Sometimes we have to change dates; the latest timetable can be viewed online: [www.training.cam.ac.uk/event-timetable](http://www.training.cam.ac.uk/event-timetable)
Self-taught Courses
1,000s of online courses from www.lynda.com and Microsoft®
For more information see: www.training.cam.ac.uk/ucs/programme/1871629

Operating Systems & Use (Windows, Unix/Linux, Mac)
- Unix: Building, Installing and Running Software
  - 27, 28, 01
  - Feb PM
- Unix: Introduction to the Command Line Interface (Self-paced)
  - 17, 18
  - Jan PM
- Unix: Introduction to the Command Line Interface (Self-paced)
  - 27, 28
  - Feb AM
- Unix: Simple Shell Scripting for Scientists
  - 06, 08, 10
  - Mar PM

Other IT Courses
- ATLAS.ti: An Introduction for Qualitative Research
  - 15
  - Feb AM
- CompTIA CTT+ Train the Trainer – 5 full days (£)
  - 19
  - Jan all day
- IT Service Management: ITIL Foundation – 3 full days (£)
  - 13-15
  - Mar AM
- IT Supporters: Training for the New Password App
  - 06
  - Feb AM
- Microsoft SharePoint 2013/Online: For Your Institution
  - 07
  - Mar AM
- NVivo: An Introduction for Qualitative Research
  - 27
  - Jan AM
- Office 2016: Excel, Word and PowerPoint Top Ten Tips
  - 31
  - Jan PM
- Office 365, Office Online and OneDrive: An introduction
  - 30
  - Jan AM
- Save Time and Increase your Productivity with Dragon NaturallySpeaking
  - 31
  - Jan AM
- Save Time and Increase your Productivity with Dragon NaturallySpeaking
  - 28
  - Feb AM
- Visio 2016: Organisational, Gantt and Flowcharts
  - 17
  - Jan AM

Presentations
- PowerPoint 2016: Further Use (Self-paced)
  - 02
  - Mar AM
- PowerPoint 2016: Introduction
  - 07
  - Mar AM

Programming and Scientific Computing
- C++: Programming in Modern C++ – 6 half days
  - 04
  - Jan AM
- MySQL: Implementing a Relational Database Design
  - 02, 03 - half days
  - Feb PM
- PHP: Introduction to Programming the Hypertext Preprocessor
  - 01, 02
  - Mar AM
- Programming Concepts: Introduction for Absolute Beginners
  - 12, 13
  - Jan PM
- Python 3: Advanced Topics (Self-paced)
  - 08
  - Mar AM
- Python 3: Introduction for Absolute Beginners
  - 18, 20, 25, 27
  - Jan AM
- Python 3: Introduction for Those with Programming Experience
  - 06, 07 - 1.5 days
  - Mar AM

Spreadsheets
- Excel 2016: Analysing and Summarising Data
  - 28
  - Feb AM
- Excel 2016: Functions
  - 03
  - Mar AM
- Excel 2016: Introduction
  - 17
  - Jan AM
- Excel 2016: Introduction (Self-paced)
  - 25, 26
  - Jan PM
- Excel 2016: Managing Data & Lists
  - 07
  - Feb AM
- Excel 2016: Recorded Macros
  - 09
  - Mar AM
**Student Systems**

<table>
<thead>
<tr>
<th>Course</th>
<th>Frequency</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>CamSIS: An Introduction</td>
<td>Monthly</td>
<td>varies</td>
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<tr>
<td>CamSIS: Query Manager</td>
<td>Please enquire</td>
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<td>CamSIS Search</td>
<td>Monthly</td>
<td>varies</td>
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<td>Excel for CamSIS Users</td>
<td>Monthly</td>
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<td>Moodle: Getting Started</td>
<td>Weekly</td>
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<td>Moodle: Feedback from the Course Members</td>
<td>Monthly</td>
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<tr>
<td>Moodle: Managing Access within Your Course</td>
<td>Monthly</td>
<td>varies</td>
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<td>Moodle: Online Submissions</td>
<td>Monthly</td>
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<td>Moodle: Training for Coordinators</td>
<td>Monthly</td>
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**Web Publishing & Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Drupal: An Introduction</td>
<td>12</td>
</tr>
<tr>
<td>Falcon Further Topics: Clinic Session</td>
<td>13</td>
</tr>
<tr>
<td>Falcon Further Topics: Clinic Session</td>
<td>29</td>
</tr>
<tr>
<td>Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)</td>
<td>12, 13</td>
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<tr>
<td>Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)</td>
<td>20, 21</td>
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<tr>
<td>Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)</td>
<td>13, 14</td>
</tr>
<tr>
<td>Falcon: Further Functionality for Site Managers (Part 3)</td>
<td>16</td>
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<tr>
<td>Falcon: Further Functionality for Site Managers (Part 3)</td>
<td>27</td>
</tr>
<tr>
<td>Falcon: Further Functionality for Site Managers (Part 3)</td>
<td>15</td>
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<tr>
<td>Google Analytics: An Introduction</td>
<td>21</td>
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<tr>
<td>Web Authoring: Dreamweaver CC Introduction</td>
<td>07</td>
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<tr>
<td>Web Authoring: HTML – For Beginners (Level 1)</td>
<td>24</td>
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<tr>
<td>Web Authoring: HTML – Cascading Style Sheets (CSS) for Beginners (Level 2)</td>
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**Word Processing**

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>LaTeX: Introduction to Text Processing</td>
<td>25</td>
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<tr>
<td>LaTeX: Introduction to Text Processing</td>
<td>08</td>
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<tr>
<td>LaTeX: Introduction to Text Processing</td>
<td>09</td>
</tr>
<tr>
<td>Word 2016: Introduction (Self-paced)</td>
<td>25, 26</td>
</tr>
<tr>
<td>Word 2016: Mastering Dissertations and Theses (Level 3)</td>
<td>01</td>
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For training in the University's finance systems, health and safety, personal and professional development and much more, see: www.training.cam.ac.uk/theme