

# What's in IT for you?

*IT training for staff and students*



University Information Services

## IT Training Calendar

Michaelmas Term 2017



UNIVERSITY OF  
CAMBRIDGE

[www.uis.cam.ac.uk/training](http://www.uis.cam.ac.uk/training)

# Michaelmas Term 2017 – IT Training Timetable

## Bibliographic Software

EndNote: Introduction to a Reference Management Program (Self-paced)	18	Oct	AM
EndNote: Introduction to a Reference Management Program (Self-paced)	21	Nov	AM
Mendeley: Introduction to a Reference Management Program (Self-paced)	14	Nov	PM
Selecting a Reference Management Package - What's Available?	12	Oct	AM
Zotero: Introduction to a Reference Management Program (Self-paced)	25	Oct	PM

## Databases

Access 2016: Creating a Simple Database	26, 27	Oct	AM
Access 2016: Further Use	16, 17	Nov	AM
Relational Database Design	13	Oct	AM

## Design & Desktop Publishing

Adobe InDesign CC: Introduction to Desktop Publishing	25	Oct	PM
Adobe InDesign CC: Introduction to Desktop Publishing	07	Nov	AM

## Graphics & Photos

Adobe Illustrator CC: Introduction	17	Oct	AM
Adobe Illustrator CC: Introduction	06	Nov	PM
Adobe Illustrator CC: Introduction	28	Nov	AM
Adobe Photoshop CC: Introduction (Level 1)	23, 24	Oct	AM
Adobe Photoshop CC: Introduction (Level 1)	14	Nov	all day
Adobe Photoshop CC: Introduction (Level 1)	04, 05	Dec	AM
Adobe Photoshop CC: Advanced (Level 2)	31	Oct	AM
Adobe Photoshop CC: Advanced (Level 2)	06	Dec	AM

## High Performance Computing

High Performance Computing: An Introduction	16	Nov	all day
High Performance Computing: Programming GPU using Open ACC	27	Oct	all day

## Multimedia

Adobe Connect: Conference, Collaborate & Broadcast Lectures via the Web	08	Dec	PM
Video Production: Shoot, Edit and Upload (Workshop)	16	Nov	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](http://www.lynda.com) and Microsoft®  
For more information see: [www.training.cam.ac.uk/ucs/programme/1871629](http://www.training.cam.ac.uk/ucs/programme/1871629)

## Operating Systems & Use (Windows, Unix/Linux, Mac)

Unix: Building, Installing and Running Software	29, 30, 01	Nov	PM
Unix: Introduction to the Command Line Interface (Self-paced)	18, 19	Oct	PM
Unix: Introduction to the Command Line Interface (Self-paced)	08, 09	Nov	PM
Unix: Simple Shell Scripting for Scientists	13, 15, 17	Nov	PM

## Other IT Courses

ATLAS.ti: An Introduction for Qualitative Research	06	Nov	AM
IT Supporters: Training for the New Password App	21	Nov	all day
Microsoft SharePoint 2013/Online: For Your Institution	16	Nov	AM
NVivo: An Introduction for Qualitative Research	16	Oct	AM
Office 2016: Excel, Word and PowerPoint Top Ten Tips	20	Oct	AM
Save Time and Increase Your Productivity with Dragon NaturallySpeaking	05	Dec	AM

## Presentations

PowerPoint 2016: Further Use (Self-paced)	06	Dec	AM
PowerPoint 2016: Introduction (Self-paced)	01	Dec	AM

## Programming & Scientific Computing

MySQL: Implementing a Relational Database Design	09, 10	Nov	PM
Programming Concepts: Introduction for Absolute Beginners	31, 01	Oct	PM
Python 3: Advanced Topics (Self-paced)	06	Dec	PM
Python 3: Introduction for Absolute Beginners	11, 13, 18, 20	Oct	AM
Python 3: Introduction for Those with Programming Experience	24, 25	Oct	all day

## Spreadsheets

Excel 2016: Introduction	12	Oct	AM
Excel 2016: Managing Data & Lists	18	Oct	AM
Excel 2016: Analysing and Summarising Data	02	Nov	AM
Excel 2016: Introduction (Self-paced)	06, 07	Nov	PM
Excel 2016: Introduction (Self-paced)	23, 24	Nov	AM
Excel 2016: Functions	24	Nov	AM
Excel 2016: Recorded Macros	01	Dec	AM

If you have any suggestions, or questions about IT skills training, please contact us:

[training@uis.cam.ac.uk](mailto:training@uis.cam.ac.uk) | 01223 (7)62999

# Studying for professional qualifications?

We offer Microsoft Office Specialist courses,  
Cisco CCNA®, Oracle Java and SQL, ITIL®  
and a range of Microsoft technical courses

## UIS Systems

Support for Migration To and Use Of Exchange Online	07	Sep	all day
Support for Migration To and Use Of Exchange Online	05	Oct	all day
Support for Migration To and Use Of Exchange Online	09	Nov	all day
Support for Migration To and Use Of Exchange Online	07	Dec	all day

## Web Publishing & Management

Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)	14	Sep	all day
Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)	05	Oct	all day
Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)	07, 08	Dec	AM
Falcon: Further Functionality for Site Managers (Part 3)	17	Oct	AM
Falcon: Further Functionality for Site Managers (Part 3)	13	Dec	AM
Web Authoring: HTML - For Beginners (Level 1)	19	Oct	AM
Web Authoring: HTML - For Beginners (Level 1)	23	Nov	AM
Web Authoring: HTML - Cascading Style Sheets (CSS) for Beginners (Level 2)	03	Nov	AM
Web Authoring: HTML - Cascading Style Sheets (CSS) for Beginners (Level 2)	30	Nov	AM

## Wordprocessing

LaTeX: Introduction to Text Processing	05	Oct	all day
LaTeX: Introduction to Text Processing	26	Oct	all day
LaTeX: Introduction to Text Processing	29	Nov	all day
Word 2016: Introduction (Self-paced)	06, 07	Nov	PM
Word 2016: Mastering Dissertations and Theses (Level 3)	23	Nov	PM

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](http://www.training.cam.ac.uk/theme)