

You can do **IT**

IT training for staff and students



University Information Services

IT Training Calendar

Michaelmas Term 2019



UNIVERSITY OF
CAMBRIDGE

www.uis.cam.ac.uk/training

Michaelmas Term 2019 – IT Training Timetable

Cloud Computing

Amazon Web Services: Architecting on AWS	Oct 9,10,11	09:30
Amazon Web Services: Systems Operations on AWS	Oct 23,24,25	09:30

Collaboration

Webinars & Web Conferencing: Broadcast Your Talk & Collaborate in Meetings	Dec 10	14:00
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Data Analysis

ATLAS.ti: An Introduction for Qualitative Research	Nov 11	09:30
Excel 2016: Analysing and Summarising Data	Nov 05	09:30
Excel 2016: Analysing and Summarising Data	Nov 28	09:30
Excel 2016: Functions	Nov 14	09:30
Excel 2016: Recorded Macros	Dec 06	09:30
NVivo: An Introduction for Qualitative Research	Oct 22	09:30

Data Management

Access 2016: Creating a Simple Database	Oct 29,30	09:30
Access 2016: Further Use	Dec 3,4	09:30
Excel 2016: Managing Data & Lists	Oct 22	09:30
Excel 2016: Managing Data & Lists	Nov 21	09:30
Relational Database Design	Oct 17	09:00

Design and Desktop Publishing

Adobe InDesign CC: Introduction to Desktop Publishing	Oct 24	09:30
Adobe InDesign CC: Introduction to Desktop Publishing	Nov 26	09:30

Digital Media

Adobe Illustrator CC: Introduction	Oct 18	09:30
Adobe Illustrator CC: Introduction	Nov 07	09:30
Adobe Illustrator CC: Introduction	Dec 10	09:30
Adobe Photoshop CC: Advanced (Level 2)	Dec 12	09:30
Adobe Photoshop CC: Introduction (Level 1)	Oct 16	09:30
Adobe Photoshop CC: Introduction (Level 1)	Nov 06	09:30
Adobe Photoshop CC: Introduction (Level 1)	Nov 27	09:30
Office 2016: Excel, Word and PowerPoint Top Ten Tips	Oct 31	09:30
Visio 2016: Organisational, Gantt and Flowcharts	Nov 19	09:30

Sometimes we have to change dates; the latest timetable can be viewed online:

www.training.cam.ac.uk/event-timetable

Self-taught Courses

For more information see: www.uis.cam.ac.uk/training

Document Management and Referencing

EndNote: Introduction to a Reference Management Program (Self-paced)	Oct 23	10:00
EndNote: Introduction to a Reference Management Program (Self-paced)	Nov 26	10:00
LaTeX: Introduction to Text Processing	Oct 10 all day	10:00
LaTeX: Introduction to Text Processing	Oct 31 all day	10:00
LaTeX: Introduction to Text Processing	Dec 04 all day	10:00
Mendeley: Introduction to a Reference Management Program (Self-paced)	Nov 19	14:00
Zotero: Introduction to a Reference Management Program (Self-paced)	Oct 30	14:00
Accessibility: How to Produce Accessible Documents - An Introduction (Workshop)	Oct 21	10:00
Accessibility: How to Produce Accessible Documents - An Introduction (Workshop)	Oct 24	10:00
Accessibility: How to Produce Accessible Documents - An Introduction (Workshop)	Nov 19	10:00
Accessibility: How to Produce Accessible Documents - An Introduction (Workshop)	Dec 12	10:00

High Performance Computing

High Performance Computing: An Introduction	Nov 21	all day
Research Computing: Infrastructure as a Service	Dec 05	09:30

Introductory IT Skills

Excel 2016: Introduction	Oct 15	09:30
Excel 2016: Introduction	Nov 20	09:30
Excel 2016: Introduction (Self-paced)	Nov 11,12	09:30
Word 2016: Introduction (Self-paced)	Nov 11,12	09:30

Operating Systems and Use (Windows, Unix/Linux, Mac)

Unix: Building, Installing and Running Software	Dec 4,5,6	14:00
Unix: Introduction to the Command Line Interface (Self-paced)	Oct 15	all day
Unix: Introduction to the Command Line Interface (Self-paced)	Nov 12	all day

Programming and Scientific Computing

MySQL: Implementing a Relational Database Design	Nov 21,22	14:00
Programming Concepts: Introduction for Absolute Beginners	Oct 29,30	14:00
Python 3: Advanced Topics (Self-paced)	Dec 11	14:00
Python 3: Introduction for Absolute Beginners	Nov 6,8,13,15	09:30
Python 3: Introduction for Those with Programming Experience	Nov 26 all day, 27	09:30
Unix: Simple Shell Scripting for Scientists	Nov 18,20,22	14:00

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

training@uis.cam.ac.uk | 01223 (7)62999

Michaelmas Term 2019 – IT Training Timetable

University IT Systems

IT Supporters: Training for the New Password App	Oct 22	09:30
UTBS: Training Provider Administrator Training	Nov 06	09:30
UTBS: Training Provider Administrator Training	Dec 11	09:30
UTBS: Training Provider Manager Training	Nov 05	09:00
UTBS: Training Provider Manager Training	Dec 10	09:00
CHRIS - An Introduction	Monthly	varies
Recruitment Administration System (RAS)	Monthly	varies
Web Recruitment Training	Monthly	varies
Web Recruitment Training - R4	Monthly	varies
CamSIS: An Introduction	Monthly	varies
CamSIS Search	Monthly	varies
Moodle: Getting Started	Weekly	varies
Moodle: Feedback from the Course Members	Fortnightly	varies
Moodle: Managing Access within Your Course	Monthly	varies
Moodle: Online Submissions	Fortnightly	varies
Moodle: Training for Coordinators	Monthly	varies
Introduction to Ivanti Service Manager	Every 2 Months	varies
Ivanti Service Manager: Saved Searches, Dashboards and Reporting	Termly	varies
Ivanti Service Manager: Tasks, Knowledge Articles and Service Requests	Termly	varies

Web Publishing & Management

Drupal: An Introduction	Oct 16	10:30
Drupal: An Introduction	Oct 31	10:30
Drupal: An Introduction	Nov 11	10:30
Drupal: An Introduction	Nov 26	10:30
Drupal: An Introduction	Dec 11	10:30
Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)	Oct 21	all day
Web Authoring (Level 3): CSS - Cascading Style Sheets Responsive Web Design	Dec 05	09:30
Web Authoring: HTML - For Beginners (Level 1)	Oct 23	09:30
Web Authoring: HTML - For Beginners (Level 1)	Nov 13	09:30
Web Authoring: HTML - Cascading Style Sheets (CSS) for Beginners (Level 2)	Dec 02	09:30

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