

What's in IT for you?

IT training for staff and students

Time to
update your
IT skills..?



University Information Services

IT Training Calendar

Lent Term 2018



UNIVERSITY OF
CAMBRIDGE

www.uis.cam.ac.uk/training

Lent Term 2018 – IT Training Timetable

Assistive Technology

Save Time and Increase Your Productivity with Dragon NaturallySpeaking	Jan 30	09:30
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Collaboration

Adobe Connect: Conference, Collaborate & Broadcast your Lecture via the Web	Feb 16	14:00
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Data Analysis

ATLAS.ti: An Introduction for Qualitative Research	Feb 14	09:30
Excel 2016: Analysing and Summarising Data	Feb 15	09:30
Excel 2016: Functions	Mar 01	09:30
Excel 2016: Recorded Macros	Mar 15	09:30
NVivo: An Introduction for Qualitative Research	Jan 26	09:30

Data Management

Access 2016: Creating a Simple Database	Jan 25,26	09:30
Access 2016: Fast Track Introduction	Feb 08	09:00
Access 2016: Further Use	Feb 22,23	09:30
Excel 2016: Managing Data & Lists	Feb 06	09:30
Relational Database Design	Jan 18	09:00

Design & Desktop Publishing

Adobe InDesign CC: Introduction to Desktop Publishing	Feb 05	14:00
Adobe InDesign CC: Introduction to Desktop Publishing	Feb 13	09:30
Publisher 2016: Creating Professional Publications	Mar 16	09:30

Digital Media

Adobe Illustrator CC: Introduction	Feb 19	14:00
Adobe Photoshop CC: Advanced (Level 2)	Feb 12	09:30
Adobe Photoshop CC: Advanced (Level 2)	Feb 27	09:30
Adobe Photoshop CC: Introduction (Level 1)	Jan 30,31	09:30
Adobe Photoshop CC: Introduction (Level 1)	Feb 20,21	09:30
Video Production: Shoot, Edit and Upload (Workshop)	Mar 15 all day	09:30

Document Management & Referencing

EndNote: Introduction to a Reference Management Program (Self-paced)	Jan 23	10:00
LaTeX: Introduction to Text Processing	Jan 24 all day	10:00
LaTeX: Introduction to Text Processing	Feb 07 all day	10:00
LaTeX: Introduction to Text Processing	Mar 08 all day	10:00
Mendeley: Introduction to a Reference Management Program (Self-paced)	Feb 15	10:00
Word 2016: Mastering Dissertations and Theses (Level 3)	Feb 01	14:00

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

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/2309985

High Performance Computing

High Performance Computing: An Introduction	Mar 22 all day	09:30
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Productivity Essentials

Excel 2016: Introduction	Jan 16	09:30
Excel 2016: Introduction (Self-paced)	Jan 24,25	14:00
Office 2016: Excel, Word and PowerPoint Top Ten Tips	Feb 09	09:30
Office 365, Office Online and OneDrive: An introduction	Jan 11	09:30
Word 2016: Introduction (Self-paced)	Jan 24,25	14:00

Managing Information Technology

Introduction to Lean Six Sigma in HE	Feb 15	09:30
IT Service Management: ITIL Foundation	Mar 12,13,14 all day	09:00

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

Unix: Building, Installing and Running Software	Feb 26,27,28	14:00
Unix: Introduction to the Command Line Interface (Self-paced)	Jan 17,18	14:00
Unix: Introduction to the Command Line Interface (Self-paced)	Feb 28, Mar 1	09:30

Presentation Tools

Visio 2016: Organisational, Gantt and Flowcharts	Jan 19	09:30
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Programming & Scientific Computing

C++: Programming in Modern C++	Jan 3,10,17,24,31, Feb 7	14:00
Mobile App Building and Augmented Reality: An Introduction	Mar 27,28	09:30
MySQL: Implementing a Relational Database Design	Feb 1,2	14:00
PHP: From Basics to Data Collection through a Webform	Mar 6,7	09:30
Programming Concepts: Introduction for Absolute Beginners	Jan 11,12	14:00
Python 3: Advanced Topics (Self-paced)	Mar 07	09:30
Python 3: Introduction for Absolute Beginners	Jan 17,19,24,26	09:30
Python 3: Introduction for Those with Programming Experience	Feb 21,22	09:30
Unix: Simple Shell Scripting for Scientists	Mar 5,7,9	14:00

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

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

Studying for professional qualifications?

We offer ITIL® (instructor-led), Oracle Java, SQL and a range of Microsoft® Office Specialist and Microsoft® technical courses (online)

University IT Systems

IT Supporters: Training for the New Password App	Feb 05 all day	10:00
Microsoft SharePoint 2013/Online: For Your Institution	Mar 06	09:30
CHRIS - An Introduction	Monthly	varies
Recruitment Administration System (RAS)	Monthly	varies
Web Recruitment Training - Managing Vacancies & Correspondance	Monthly	varies
Web Recruitment Training - Offers	Monthly	varies
CamSIS: An Introduction	Monthly	varies
CamSIS Search	Monthly	varies
Excel for CamSIS Users	Monthly	varies
Moodle: Getting Started	Weekly	varies
Moodle: Feedback from the Course Members	Monthly	varies
Moodle: Managing Access within Your Course	Monthly	varies
Moodle: Online Submissions	Monthly	varies
Moodle: Training for Coordinators	Monthly	varies
Drupal: An Introduction	Termly	varies

Web Publishing & Management

Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)	Mar 8,9	09:30
Falcon: Further Functionality for Site Managers (Part 3)	Mar 15	09:30
Web Authoring: HTML - For Beginners (Level 1)	Feb 16	09:30
Web Authoring: HTML - Cascading Style Sheets (CSS) for Beginners (Level 2)	Mar 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