

Take **IT** to the next level

IT training for staff and students



PRESS START

University Information Services

IT Training Calendar

Lent Term 2019



UNIVERSITY OF
CAMBRIDGE

www.uis.cam.ac.uk/training

Lent Term 2019 – IT Training Timetable

Assistive Technology

Save Time and Increase Your Productivity with Dragon NaturallySpeaking	Jan 29	10:00
Save Time and Increase Your Productivity with Dragon NaturallySpeaking	Mar 5	10:00

Collaboration

Adobe Connect: Conference, Collaborate and Broadcast your Lecture via the Web	Feb 15	14:00
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Data Analysis

ATLAS.ti: An Introduction for Qualitative Research	Feb 13	09:30
Excel 2016: Analysing and Summarising Data	Feb 6	09:30
Excel 2016: Functions	Feb 28	09:30
Excel 2016: Recorded Macros	Mar 5	09:30
NVivo: An Introduction for Qualitative Research	Jan 25	09:30

Data Management

Access 2016: Creating a Simple Database	Feb 13,14	09:30
Access 2016: Fast Track Introduction	Feb 19	09:00
Access 2016: Further Use	Feb 13, 14	09:30
Excel 2016: Managing Data & Lists	Feb 5	09:30
MySQL: Implementing a Relational Database Design	Jan 31, Feb 1	14:00
Relational Database Design	Feb 12	09:00

Design and Desktop Publishing

Adobe InDesign CC: Introduction to Desktop Publishing	Jan 18	09:30
Adobe InDesign CC: Introduction to Desktop Publishing	Feb 14	14:00
Publisher 2016: Creating Professional Publications	Mar 7	09:30

Digital Media

Adobe Illustrator CC: Introduction	Mar 14	09:30
Adobe Photoshop CC: Advanced (Level 2)	Feb 28	14:00
Adobe Photoshop CC: Introduction (Level 1)	Feb 7 all day	09:30
Adobe Photoshop CC: Introduction (Level 1)	Feb 21 all day	09:30
Video Production: Shoot, Edit and Upload (Workshop)	Mar 14 all day	09:30

Document Management and Referencing

EndNote: Introduction to a Reference Management Program (Self-paced)	Jan 22	10:00
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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 (cont.)

LaTeX: Introduction to Text Processing	Jan 23 all day	10:00
LaTeX: Introduction to Text Processing	Feb 6 all day	10:00
LaTeX: Introduction to Text Processing	Mar 7 all day	10:00
Word 2016: Mastering Dissertations and Theses (Level 3)	Jan 31	14:00

High Performance Computing

High Performance Computing: An Introduction	Mar 21 all day	09:30
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Introductory IT Skills

Excel 2016: Introduction	Jan 15	09:30
Excel 2016: Introduction (Self-paced)	Jan 23, 24	09:30
Office 2016: Excel, Word and PowerPoint Top Ten Tips	Mar 12	09:30
Word 2016: Introduction (Self-paced)	Jan 23, 24	09:30

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

Unix: Building, Installing and Running Software	Feb 25, 26, 27	14:00
Unix: Introduction to the Command Line Interface (Self-paced)	Jan 17 all day	09:30
Unix: Introduction to the Command Line Interface (Self-paced)	Feb 19 all day	09:30

Other Courses

Introduction to Lean in HE (Equivalent to Yellow Belt Level)	Jan 17	09:30
Introduction to Lean in HE (Equivalent to Yellow Belt Level)	Mar 07	09:30

Programming and Scientific Computing

Mobile App Building and Augmented Reality: An Introduction	Mar 26, 27	09:30
PHP: From Basics to Data Collection through a Webform	Mar 5, 6	09:30
Programming Concepts: Introduction for Absolute Beginners	Jan 9,10	14:00
Python 3: Advanced Topics (Self-paced)	Mar 6	09:30
Python 3: Introduction for Absolute Beginners	Jan 23,25,30, Feb 1	09:30
Python 3: Introduction for Those with Programming Experience	Feb 20-21	09:30
Unix: Simple Shell Scripting for Scientists	Mar 4, 6, 8	14:00

University IT Systems

IT Supporters: Training for the New Password App	Feb 04	09:30
UTBS: New Provider Training Administrator Training	Feb 07	09:30

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?

University IT Systems (cont.)

UTBS: New Provider Training Administrator Training	Mar 13	09:30
UTBS: New Provider Training Manager Training	Feb 05	09:00
UTBS: New Provider Training Manager Training	Mar 11	09:00
UTBS: New Provider Training Manager Training	Mar 12	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: Query Manager	Weekly	varies
CamSIS Search	Monthly	varies
Excel for CamSIS Users	Monthly	varies
CamTools: Getting Started	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	Jan 23	10:30
Falcon on Drupal: Migration from Falcon On Plone - An Introduction	Jan 09	10:30
Falcon on Drupal: Migration from Falcon On Plone - An Introduction	Jan 28	10:30
Falcon on Drupal: Migration from Falcon On Plone - An Introduction	Feb 13	10:30
Falcon on Drupal: Migration from Falcon On Plone - An Introduction	Feb 28	10:30
Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)	Feb 07, 08	09:30
Web Authoring: HTML – For Beginners (Level 1)	Feb 20	09:30
Web Authoring: HTML – Cascading Style Sheets (CSS) for Beginners (Level 2)	Mar 06	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