

# Make time for IT

*IT training for staff and students*



University Information Services

## IT Training Calendar

Lent 2017



UNIVERSITY OF  
CAMBRIDGE

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

# Lent Term 2017 – IT Training Timetable

## Bibliographic 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](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	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

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

## Student Systems

CamSIS: An Introduction	Monthly	varies
CamSIS: Query Manager	Please enquire	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

## Web Publishing & Management

Drupal: An Introduction	12	Jan	AM
Falcon Further Topics: Clinic Session	13	Feb	AM
Falcon Further Topics: Clinic Session	29	Mar	AM
Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)	12, 13	Jan	AM
Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)	20, 21	Feb	AM
Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)	13, 14	Mar	PM
Falcon: Further Functionality for Site Managers (Part 3)	16	Jan	AM
Falcon: Further Functionality for Site Managers (Part 3)	27	Feb	AM
Falcon: Further Functionality for Site Managers (Part 3)	15	Mar	AM
Google Analytics: An Introduction	21	Mar	AM
Web Authoring: Dreamweaver CC Introduction	07	Feb	AM
Web Authoring: HTML – For Beginners (Level 1)	24	Feb	AM
Web Authoring: HTML – Cascading Style Sheets (CSS) for Beginners (Level 2)	27	Feb	AM

## Word Processing

LaTeX: Introduction to Text Processing	25	Jan	AM
LaTeX: Introduction to Text Processing	08	Feb	AM
LaTeX: Introduction to Text Processing	09	Mar	AM
Word 2016: Introduction (Self-paced)	25, 26	Jan	PM
Word 2016: Mastering Dissertations and Theses (Level 3)	01	Feb	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)