

Make time for IT

IT skills training for staff and students

Learn something
new



University Information Services

IT Skills Training Calendar

Easter Term 2017



UNIVERSITY OF
CAMBRIDGE

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Easter Term 2017 – IT Skills Training Timetable

Bibliographic Software

EndNote: Introduction to a Reference Management Program (SP)	02	May	AM
Mendeley: Introduction to a Reference Management Program (SP)	15	May	PM
Zotero: Introduction to a Reference Management Program (SP)	08	May	PM

Databases

Access 2016: Creating a Simple Database	22, 23	May	AM
Access 2016: Fast Track Introduction	09	May	AM
Access 2016: Further Use	29, 30	Jun	AM
Relational Database Design	03	May	AM

Design & Desktop Publishing

Adobe InDesign CC: Introduction to Desktop Publishing	17	May	PM
Adobe InDesign CC: Introduction to Desktop Publishing	15	Jun	AM
Publisher 2016: Creating Professional Publications	19	May	AM

Graphics & Photos

Adobe Illustrator CC: Introduction	09	May	AM
Adobe Illustrator CC: Introduction	13	Jun	PM
Adobe Photoshop CC: Introduction (L1)	24, 25	Apr	PM
Adobe Photoshop CC: Introduction (L1)	15, 16	May	AM
Adobe Photoshop CC: Introduction (L1)	06, 07	Jun	AM
Adobe Photoshop CC: Introduction (L1)	19, 21	Jun	PM
Adobe Photoshop CC: Advanced (L2)	27	Apr	PM
Adobe Photoshop CC: Advanced (L2)	18	May	AM
Adobe Photoshop CC: Advanced (L2)	08	Jun	AM
Adobe Photoshop CC: Advanced (L2)	22	Jun	PM

High Performance Computing

High Performance Computing: An Introduction	06 - all day	Jun	AM
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Multimedia

Adobe Connect: Conf, Collab. & Broadcast Lectures via the Web	19	May	PM
Video Production: Shoot, Edit and Upload (Workshop)	15 - all day	Jun	AM

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

Microsoft MCSA [†] : Windows Server 2012 R2 - Install & Configure (70-410) £	26 - 5 full days	Jun	AM
Unix: Introduction to the Command Line Interface (SP)	09, 10	May	PM
Unix: Introduction to the Command Line Interface (SP)	07, 08	Jun	PM
Unix: Introduction to the Command Line Interface (SP)	04, 05	Jul	PM
Unix: Simple Shell Scripting for Scientists	12, 14, 16	Jun	PM

[†] MCSA = Microsoft Certified Solutions Associate | (£) = fee applies

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/1871629

Other IT Courses

ATLAS.ti: An Introduction for Qualitative Research	05	Jun	AM
Cisco CCNA for IT Supporters: Introduction to Networks - 14 wks £	09	Aug	AM
IT Supporters: Training for the New Password App	18 - all day	May	AM
NVivo: An Introduction for Qualitative Research	18	May	AM
NVivo: An Introduction for Qualitative Research	05	Jul	AM
Office 2016: Excel, Word and PowerPoint Top Ten Tips	08	Jun	AM
Office 365, Office Online and OneDrive: An introduction	06	Jun	AM
Automating Administration with Windows PowerShell v4.0 £	03 - 5 full days	Apr	AM
Save Time & Increase Your Prod. with Dragon NaturallySpeaking	27	Apr	AM
Save Time & Increase Your Prod. with Dragon NaturallySpeaking	01	Jun	AM
Telecoms: Systems Training for Telephone Liaison Officers	27	Apr	AM
Visio 2016: Organisational, Gantt and Flowcharts	11	May	AM

Programming and Scientific Computing

MySQL: Implementing a Relational Database Design	04, 05 - half days	May	PM
Programming Concepts: Introduction for Absolute Beginners	24, 25	Apr	AM
Python 3: Advanced Topics (SP)	19	May	AM
Python 3: Introduction for Absolute Beginners	25, 28, 02	Apr	PM
Python 3: Introduction for Absolute Beginners	03, 05, 07	Jul	AM
Python 3: Introduction for Those with Programming Experience	16, 17 - 1.5 days	May	AM
Python 3: Introduction for Those with Programming Experience	21, 22 - 1.5 days	Jun	AM

Spreadsheets

Excel 2016: Analysing and Summarising Data	16	May	AM
Excel 2016: Analysing and Summarising Data	27	Jun	PM
Excel 2016: Functions	05	Jul	PM
Excel 2016: Introduction	08	May	AM
Excel 2016: Introduction (SP)	13, 14	Jun	AM
Excel 2016: Managing Data & Lists	23	May	AM
Excel 2016: Managing Data & Lists	20	Jun	PM
Excel 2016: Recorded Macros	04	Jul	AM

Web Publishing & Management

Falcon: Intro. for Content & Site Managers (Pt 1&2)	25, 26	May	AM
Falcon: Intro. for Content & Site Managers (Pt 1&2)	22, 23	Jun	AM
Falcon: Intro. for Content & Site Managers (Pt 1&2)	20, 21	Jul	AM
Falcon: Intro. for Content & Site Managers (Pt 1&2)	10, 11	Aug	AM
Falcon: Further Functionality for Site Managers (Pt 3)	30	May	AM
Falcon: Further Functionality for Site Managers (Pt 3)	24	Jul	AM
Falcon: Further Functionality for Site Managers (Pt 3)	23	Aug	AM

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

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

Web Publishing & Management (continued)

Google Analytics: An Introduction	09	Jun	AM
Drupal: An Introduction			varies
Web Authoring: Dreamweaver CC Introduction	25	May	AM
Web Authoring: HTML - For Beginners (L1)	26	Apr	AM
Web Authoring: HTML - For Beginners (L1)	31	May	AM
Web Authoring: HTML - For Beginners (L1)	09	Jun	AM
Web Authoring: HTML - Cascading Style Sheets for Beginners (L2)	02	Jun	AM
Web Authoring: HTML - Cascading Style Sheets for Beginners (L2)	13	Jun	AM

Word Processing

LaTeX: Introduction to Text Processing	15 - all day	Jun	AM
LaTeX: Introduction to Text Processing	20 - all day	Jun	AM
Word 2016: Introduction (SP)	13, 14	Jun	AM
Word 2016: Mastering Dissertations and Theses (L3)	26	Apr	PM

HR Systems

CHRIS - An Introduction	Monthly		varies
Recruitment Administration System (RAS)	Monthly		varies
Web Recruitment Training	Monthly		varies
Web Recruitment Training - R4	Monthly		varies

Student Systems

CamSIS: An Introduction	Monthly		varies
CamSIS: Query Manager	Weekly		varies
CamSIS Search	Monthly		varies
CamTools: Getting Started	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

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