

What's in IT for you?

IT training for staff and students



University Information Services

IT Training Calendar

Easter Term 2018



UNIVERSITY OF
CAMBRIDGE

www.uis.cam.ac.uk/training

Easter Term 2018 – IT Training Timetable

Assistive Technology

Save Time and Increase Your Productivity with Dragon NaturallySpeaking	Apr 26	09:30
Save Time and Increase Your Productivity with Dragon NaturallySpeaking	May 31	09:30

Collaboration

Adobe Connect: Conference, Collaborate and Broadcast your Lecture via the Web	May 18	14:00
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Cybersecurity

Stay Safe Online: Passwords		Online
Stay Safe Online: Phishing		Online
Stay Safe Online: Spearphishing		Online
Stay Safe Online: How Do I Distinguish a Legitimate Website from a Fake One		Online
Stay Safe Online: Financial Fraud via Email Forgery		Online

Data Analysis

ATLAS.ti: An Introduction for Qualitative Research	Jun 04	09:30
Excel 2016: Analysing and Summarising Data	May 17	09:30
Excel 2016: Analysing and Summarising Data	Jun 21	09:30
Excel 2016: Functions	Jun 22	09:30
Excel 2016: Recorded Macros	Jul 05	09:30
NVivo: An Introduction for Qualitative Research	May 21	09:30
NVivo: An Introduction for Qualitative Research	Jul 04	09:30

Data Management

Access 2016: Creating a Simple Database	May 24–25	09:30
Access 2016: Fast Track Introduction	May 11	09:00
Access 2016: Further Use	Jun 28–29	09:30
Excel 2016: Managing Data & Lists	May 22	09:30
Excel 2016: Managing Data & Lists	Jun 14	09:30
MySQL: Implementing a Relational Database Design	May 3–4	14:00
Relational Database Design	Apr 27	09:00

Design and Desktop Publishing

Adobe InDesign CC: Introduction to Desktop Publishing	May 22	14:00
Adobe InDesign CC: Introduction to Desktop Publishing	Jul 04	09:30
Publisher 2016: Creating Professional Publications	May 18	09:30

Digital Media

Adobe Illustrator CC: Introduction	May 08	09:30
Adobe Illustrator CC: Introduction	Jun 11	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

Hundreds of online courses from the Microsoft® Imagine Academy
For more information see: www.training.cam.ac.uk/ucs/programme/2309985

Adobe Photoshop CC: Advanced (Level 2)	May 03	09:30
Adobe Photoshop CC: Advanced (Level 2)	Jun 05	09:30
Adobe Photoshop CC: Introduction (Level 1)	Apr 24 all day	09:30
Adobe Photoshop CC: Introduction (Level 1)	May 15–16	09:30
Adobe Photoshop CC: Introduction (Level 1)	Jun 12	09:30
Video Production: Shoot, Edit and Upload (Workshop)	Jun 14 all day	09:30

Document Management and Referencing

EndNote: Introduction to a Reference Management Program (Self-paced)	May 02	10:00
LaTeX: Introduction to Text Processing	Apr 25 all day	10:00
LaTeX: Introduction to Text Processing	May 31 all day	10:00
LaTeX: Introduction to Text Processing	Jun 20 all day	10:00
Mendeley: Introduction to a Reference Management Program (Self-paced)	May 14	14:00
Word 2016: Mastering Dissertations and Theses (Level 3)	May 02	14:00
Zotero: Introduction to a Reference Management Program (Self-paced)	May 08	14:00

High Performance Computing

High Performance Computing: An Introduction	Jun 05 all day	09:30
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Introductory IT Skills

Excel 2016: Introduction	May 10	09:30
Excel 2016: Introduction	Jul 09	09:30
Excel 2016: Introduction (Self-paced)	Jun 12–13	09:30
Office 2016: Excel, Word and PowerPoint Top Ten Tips	Jun 07	09:30
Word 2016: Introduction (Self-paced)	Jun 12–13	09:30

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

Linux System Administration (LPI & CompTIA) £	Jun 18–22 all day	09:30
Microsoft Certified Solutions Associate (MCSA): Windows Server 2016 - Installation, Storage and Computer with Windows Server 2016 vA (70-740) £	Jun 25–29 all day	09:30
Unix: Introduction to the Command Line Interface (Self-paced)	May 22–23	14:00
Unix: Introduction to the Command Line Interface (Self-paced)	Jun 6–7	14:00
Unix: Introduction to the Command Line Interface (Self-paced)	Jul 4–5	14:00

Presentations

Visio 2016: Organisational, Gantt and Flowcharts	Jul 06	09:30
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Programming and Scientific Computing

Advanced OpenMP	Jul 17–19 all day	09:00
Programming Concepts: Introduction for Absolute Beginners	Apr 23–24	09:30

£ Course fees apply

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)

Programming: Modern Fortran (Workshop)	Apr 12–13 all day	09:00
Python 3: Advanced Topics (Self-paced)	May 18	09:30
Python 3: Introduction for Absolute Beginners	May 2,4,9,11	14:00
Python 3: Introduction for Absolute Beginners	Jul 4,6,11,13	09:30
Python 3: Introduction for Those with Programming Experience	May 15–16	09:30
Python 3: Introduction for Those with Programming Experience	Jun 20–21	09:30
Unix: Simple Shell Scripting for Scientists	Jun 11,13,15	14:00

University IT Systems

Introduction to Lean Six Sigma in HE (Equivalent to Yellow Belt Level)	Apr 12	09:30
Introduction to Lean Six Sigma in HE (Equivalent to Yellow Belt Level)	May 24	09:30
IT Supporters: Training for the New Password App	May 17 all day	10:00
UTBS: New Provider Training Administrator Training	May 10	09:30
UTBS: New Provider Training Administrator Training	Jul 10	09:30
UTBS: New Provider Training Manager Training	May 14	09:00
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

Web Publishing & Management

Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)	May 24–25	09:30
Web Authoring: Dreamweaver CC Introduction	May 24	09:30
Web Authoring: HTML - For Beginners (Level 1)	Apr 26	09:30
Web Authoring: HTML - For Beginners (Level 1)	Jun 08	09:30
Web Authoring: HTML - Cascading Style Sheets (CSS) for Beginners (Level 2)	Jun 15	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