

## Easter Term 2019 – IT Training Timetable

### University IT Systems

IT Supporters: Training for the New Password App	May 16 all day	09:30
UTBS: New Provider Training Administrator Training	May 28	09:30
UTBS: New Provider Training Administrator Training	Jul 3	09:30
UTBS: New Provider Training Manager Training	May 22	09:00
UTBS: New Provider Training Manager Training	Jun 26	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	Apr 4	10:30
Drupal: An Introduction	May 1	10:30
Falcon on Drupal: Migration from Falcon On Plone - An Introduction	Apr 18	10:30
Falcon on Drupal: Migration from Falcon On Plone - An Introduction	May 17	10:30
Falcon: An Introduction for Content and Site Managers (Part 1 and Part 2)	May 23, 24	09:30
Web Authoring: HTML – For Beginners (Level 1)	May 8	09:30
Web Authoring: HTML – For Beginners (Level 1)	Jun 5	09:30
Web Authoring: HTML – Cascading Style Sheets (CSS) for Beginners (Level 2)	Jun 12	09:30
Web Authoring: HTML – Cascading Style Sheets (CSS) Responsive Web Design (Level 3)	Jul 11	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](http://www.training.cam.ac.uk/theme)

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# Take **IT** to the next level

*IT training for staff and students*



University Information Services

## IT Training Calendar

Easter Term 2019



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

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## Self-taught Courses

For more information see: [www.uis.cam.ac.uk/training](http://www.uis.cam.ac.uk/training)

### Assistive Technology

Save Time and Increase Your Productivity with Dragon NaturallySpeaking	May 28	10:00
Save Time and Increase Your Productivity with Dragon NaturallySpeaking	June 25	10:00

### Data Analysis

ATLAS.ti: An Introduction for Qualitative Research	Jun 10	09:30
Excel 2016: Analysing and Summarising Data	May 15	09:30
Excel 2016: Analysing and Summarising Data	Jun 20	09:30
Excel 2016: Functions	Jun 27	09:30
Excel 2016: Recorded Macros	Jul 4	09:30
NVivo: An Introduction for Qualitative Research	Jul 3	09:30

### Data Management

Access 2016: Creating a Simple Database	May 23, 24	09:30
Access 2016: Fast Track Introduction	May 9	09:00
Access 2016: Further Use	July 4, 5	09:30
Excel 2016: Managing Data & Lists	May 21	09:30
Excel 2016: Managing Data & Lists	Jun 13	09:30
MySQL: Implementing a Relational Database Design	May 02, 03	14:00
Relational Database Design	Apr 30	09:00

### Design and Desktop Publishing

Adobe InDesign CC: Introduction to Desktop Publishing	May 29	09:30
Adobe InDesign CC: Introduction to Desktop Publishing	Jun 13	14:00
Adobe InDesign CC: Introduction to Desktop Publishing	Jul 10	09:30
Publisher 2016: Creating Professional Publications	May 14	09:30

### Digital Media

Adobe Illustrator CC: Introduction	May 7	09:30
Adobe Illustrator CC: Introduction	Jun 6	09:30
Adobe Photoshop CC: Advanced (Level 2)	Jun 4	14:00
Adobe Photoshop CC: Introduction (Level 1)	Apr 25 all day	09:30
Adobe Photoshop CC: Introduction (Level 1)	May 16 all day	09:30
Adobe Photoshop CC: Introduction (Level 1)	Jun 11 all day	09:30
Video Production: Shoot, Edit and Upload (Workshop)	Jun 20 all day	09:30

### Document Management and Referencing

EndNote: Introduction to a Reference Management Program (Self-paced)	May 1	10:00
LaTeX: Introduction to Text Processing	Apr 24 all day	10:00
LaTeX: Introduction to Text Processing	May 30 all day	10:00
LaTeX: Introduction to Text Processing	Jun 19 all day	10:00
Mendeley: Introduction to a Reference Management Program (Self-paced)	May 13	14:00
Word 2016: Mastering Dissertations and Theses (Level 3)	May 1	14:00
Zotero: Introduction to a Reference Management Program (Self-paced)	May 7	14:00

### High Performance Computing

NVIDIA: GPU Acceleration Workshop	Apr 4	10:00
High Performance Computing: An Introduction	Jun 20 all day	09:30

### Introductory IT Skills

Excel 2016: Introduction	May 9	09:30
Excel 2016: Introduction	Jul 9	09:30
Excel 2016: Introduction (Self-paced)	Jun 11, 12	09:30
Office 2016: Excel, Word and PowerPoint Top Ten Tips	Jun 6	09:30
Word 2016: Introduction (Self-paced)	Jun 11, 12	09:30

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

Unix: Introduction to the Command Line Interface (Self-paced)	Apr 30 all day	09:30
Unix: Introduction to the Command Line Interface (Self-paced)	May 21 all day	09:30

### Programming and Scientific Computing

ARCHER, UK Tier 2 & PRACE: Modern C++ for Computational Scientists	Apr 16, 17	09:00
Programming Concepts: Introduction for Absolute Beginners	Apr 30, May 1	09:30
Python 3: Advanced Topics (Self-paced)	Jul 2	09:30
Python 3: Introduction for Absolute Beginners	May 1, 3, 8, 10	14:00
Python 3: Introduction for Absolute Beginners	Jun 19, 21, 26, 28	09:30
Python 3: Introduction for Those with Programming Experience	Jun 19, 20	09:30
Unix: Simple Shell Scripting for Scientists	Jun 10, 12, 14	14:00

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)

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

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