

Support at other campuses

All courses listed in the centre pages can be run at other campuses dependant on numbers. A trainer will be present at each campus to deal with any queries or conduct training sessions on the dates shown below. Please email the trainer directly to request a specific training session.

Campus	Trainer	Dates	Times	Location
Broadstairs	Kay Skinner	15/09/10	9 - 5	tbc
		20/10/10	9 - 5	tbc
		19/11/10	9 - 5	tbc
		10/12/10	9 - 5	tbc
Folkestone	Elaine Crawford	16/09/10	2 - 5	tbc
		21/10/10	9 - 12	tbc
		15/11/10	9 - 12	tbc
		16/12/10	2 - 5	tbc
Hall Place	Elaine Crawford	21/09/10	9 - 12	tbc
		18/10/10	9 - 12	tbc
		09/11/10	2 - 5	tbc
		14/12/10	9 - 12	tbc
Medway	Stephanie Sandford	22/09/10	9 - 5	tbc
		12/10/10	9 - 5	tbc
		25/10/10	9 - 5	tbc
		10/11/10	9 - 5	tbc
		26/11/10	9 - 5	tbc
		08/12/10	9 - 5	tbc
		16/12/10	9 - 5	tbc
Salomons	Sarah Ingle	Various	For details please email sarah.ingle@canterbury.ac.uk	

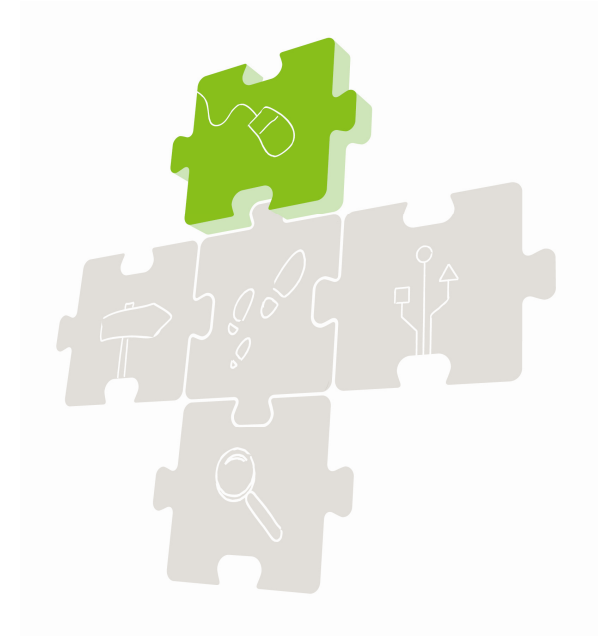
LTEU

Learning and Teaching Enhancement Unit

Staff IT

Training Programme

Canterbury - Autumn 2010



LTEU

Learning and Teaching Enhancement Unit

IT Training Administrator – training.it@canterbury.ac.uk

www.canterbury.ac.uk/ict-training



Staff IT Training Programme

Canterbury Autumn 2010

We offer **one-to-one** and **specialist training and support** upon request. Courses not advertised here may also be available on request. Please contact: training.it@canterbury.ac.uk or call ext: 2952 to discuss your requirements.

The European Computer Driving Licence qualification is available to ALL staff. For details see: www.canterbury.ac.uk/ECDL

Online tutorials on a range of software applications are available at: www.canterbury.ac.uk/online-tutorials

Course	Date	Time	ECDL
File management and Using the PC—in support of ECDL Module 2			
File Management and Using the PC	Wed 29 Sep	9.30am - 12.30pm	✓
Interactive White Boards—get started with Smart and Promethean Boards			
Interactive White Boards	Tue 16 Nov	2.00pm - 3.30pm	
Word Processing—making best use of Word 2007			
Mail Merge	Tue 5 Oct	1.00pm - 2.00pm	
Managing Long Documents	Thu 30 Sep	9.30am - 12.00pm	✓
Track Changes	Wed 27 Oct	12.00pm - 1.00pm	
Tables	Mon 18 Oct	1.00pm - 2.00pm	
Everyday Word	Tue 9 Nov	2.00pm - 4.00pm	✓
Presentations—How to create presentations, including the use of multi-media and animations in presentations			
PowerPoint Essentials	Mon 4 Oct	2.00pm - 4.00pm	✓
	Fri 12 Nov	9.30am - 11.30am	✓
Creative PowerPoint	Mon 1 Nov	2.00pm - 4.30pm	
Intermediate PowerPoint	Tue 16 Nov	10.00am - 12.00pm	✓
European Computer Driving Licence (ECDL)			
ECDL—Getting Started	Tue 2 Nov	2.00pm - 3.30pm	
	Mon 6 Dec	11.00am - 12.30pm	

Bitesize courses running over the lunch hour:

This Term:

Tables in Word
Mail Merge in Word
Track Changes in Word

Managing your inbox
Ribbons & toolbars

Coming Soon:

Styles
Page Set Up
Outlook Tasks / Meeting Requests
Page Numbering
Headers & Footers

Course	Date	Time	ECDL
Spreadsheets—How to use spreadsheets and manage information			
Excel Essentials	Wed 13 Oct	9.30am - 12.30pm	✓
	Mon 8 Nov	1.30pm - 4.30pm	✓
Intermediate Excel	Tue 23 Nov	9.30am - 12.30pm	✓
Managing Lists in Excel	Tue 7 Dec	9.30am - 12.00pm	
Databases—How to use a Database and manage information			
Access Essentials	Tue 12 Oct	9.30am - 12.30pm	✓
	Thu 18 Nov	9.30am - 12.30pm	✓
Intermediate Access	Fri 10 Dec	9.30am - 12.30pm	✓
Blackboard—Introduction to features and benefits of a virtual learning environment for staff using Blackboard to support learning and teaching within their course			
Blackboard Basic for Instructors	Fri 8 Oct	9.30am - 12.00pm	
	Tue 19 Oct	2.00pm - 4.30pm	
	Wed 3 Nov	9.30am - 12.00pm	
	Mon 22 Nov	2.00pm - 4.30pm	
Working across applications			
Integrating Data	Thu 28 Oct	10.00am - 12.00pm	
Ribbon and Quick Access Toolbar	Thu 2 Dec	1.00pm - 2.00pm	
Email and University network system for New Staff			
Essentials for New Staff	Thu 14 Oct	1.00pm - 2.00pm	
Managing your inbox	Wed 17 Nov	1.00pm - 2.00pm	
Outlook for New Staff	Fri 22 Oct	9.30am - 12.00pm	
	Wed 1 Dec	2.00pm - 4.30pm	
Using AV Services in Lecture Theatres and Computing Labs—an introduction to getting the best out of the equipment			
Using AV Services	Wed 13 Oct	1.00pm - 2.30pm	
Using Digital Cameras			
Capturing and Manipulating Digital Images	Fri 29 Oct	9.30am - 12.30pm	

