Courses available from IT Services Division

Book online at:
www.manchester.ac.uk/itservices/trainingcourses
Don't forget to bookmark the web address so you can check for additional courses.

For more information: email :
itscourses@manchester.ac.uk
or telephone 56102

OCTOBER 2007

Getting Started with Microsoft Word 2003
4 October 2007
10am - 1pm

Outlook Calendar
10am - 12noon
9 October 2007

Introduction to Perl
10am - 4pm
10 October 2007

Outlook Quick Start
10am - 1pm
16 October 2007

Getting Started with Tables in Microsoft Access 2003
10am - 12noon
17 October 2007

Getting Started with Microsoft PowerPoint 2003
2pm - 4pm
18 October 2007

Using the Outlook Calendar
10am - 12noon
24 October 2007

Getting More from Microsoft PowerPoint 2003
2pm - 4pm
25 October 2007

Using Mail Merge in Microsoft Word 2003
2pm - 4pm
25 October 2007

Creating Reports in Microsoft Access 2003
2pm - 4pm
29 October 2007

Getting Started with Excel 2003
10pm - 12pm
30 October 2007

Courses available at Staff Training and Development Unit

Book online at:
www.manchester.ac.uk/training
Don't forget to bookmark the web address so you can check for additional courses.

For more information: email
courses-stdu@manchester.ac.uk
or telephone 52525

OCTOBER 2007

Training Skills for Occasional Trainers – MS38
9.30am-4.30pm
16 October 2007

Manual Handling Risk Assessment – HS18
9.30am-12.30pm
18 October 2007

Presentation Practice – P32
9.30am-1pm
19 October 2007

IOSH Working Safely – HS78
10am-4pm
25 October 2007

NOVEMBER 2007

Developing Your Staff – MS20
9.30am-12.15pm
1 November 2007

Presentations for Beginners – P30
9.30am-4.30pm
2 November 2007

Fire Awareness Training – HS41
10am-12.30pm
Fire Evacuation Marshall Training – HS47
1pm-4pm
5 November 2007

Some of our more popular courses fill up very quickly. If a course is full we will add you to a waiting list and notify you of any available future dates. Where courses are heavily oversubscribed we will try to arrange additional dates and will notify those on the waiting list first.

These are just a few of the many courses available to staff. The full course listings for STDU and IT Services are available on the web site.