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# IT Training Materials

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IT Services does not provide training in IT skills for students except by arrangement with individual academic departments. Usually, this is only done where IT skills form an integral part of a course.

If you need to gain IT skills and your department makes no provision, then you will need to rely on self-teaching materials. IT Services provide three categories of self-teaching material for students:

## 1. Workbooks

IT Services has a range of basic tutorial workbooks from, available from the Computer Help Desk:

- *A Student's Guide to Microsoft Word (£1.00)*
- *A Student's Guide to Microsoft PowerPoint (£1.00)*
- *A Student's Guide to Microsoft Excel (£1.00)*
- *A Student's Guide to Microsoft Access (£1.00)*
- *Creating Web Pages with Dreamweaver (£1.50)*
- *Getting Started with Mulberry (free)*

The *Word* guide includes an introduction to Windows XP, suitable for the complete novice.

## 2. Library Books & CD-ROMs

The Library has a wide range of books on using particular software applications. While some are intended mainly for reference, most are tutorial in nature.

Such books are often accompanied by a CD-ROM with sample files and other related material. In the Library catalogue (<[library.gold.ac.uk](http://library.gold.ac.uk)>), these CD-ROMs will be listed with the catalogue entry for the book with the words **CD-ROM [issue desk]**. The CD-ROMs are kept at the issue desk — when you take the book out of the Library, you should ask the issue desk staff to issue you with the CD-ROM also. Note that this will count as a separate item on your borrowing record.

## 3. On-line

There are on-line materials on the College intranet, including:

- On-line versions of the *Student's Guides* mentioned above at <[intranet.gold.ac.uk/it-training/sms/](http://intranet.gold.ac.uk/it-training/sms/)>
- More comprehensive and guides from Cheltenham Computer Trainign, covering Microsoft Word, Access, Excel and PowerPoint, as well as a range of graphics, desktop publishing and web authoring software at <[intranet.gold.ac.uk/it-training/cct/](http://intranet.gold.ac.uk/it-training/cct/)>. In most cases guides are available for foundation, intermediate and advanced levels of use.

If you are accessing these pages from a computer outside College you will need to enter your username and password.