



# Learn @ Lunch

*Staff and students, bring your lunch and attend our free training sessions*



Date	Title	Description	Where
20 Aug	<b>Finding your way in Vula - students only</b>	In this session, we teach you the top 10 things you need to know about Vula which includes accessing it, finding your courses, tutorial sign-up, using My Workspace, Resources and more.	Lab 1, 2, 3
27 Aug	<b>Top 10 Excel tips</b>	Save time and work more effectively using these Excel tips.	Lab 1, 2, 3
10 Sept	<b>Using social media for your studies</b>	We're all experts at using Facebook and Twitter for our social lives, but have you ever thought of using these platforms for your studies? This session will discuss the benefits of social network sites and beyond, and introduce you to some cool tips and tricks that will give you the edge.	Lab 2 & 3
17 Sept	<b>Handy stats packages</b>	Download free statistical software packages and find out how to use them.	Lab 2 & 3
01 Oct	<b>Academic note-taking on a tablet</b>	We will look at some of the free note-taking apps, how to use them, how to navigate between different active apps and how to use apps to manage your files.	Lab 3
08 Oct	<b>Advanced Internet searching</b>	This workshop will provide you with the tools and information necessary to do effective Internet searches.	Lab 2 & 3
15 Oct	<b>Computing on the go</b>	Learn the various ways you can access your files and information from off campus.	Lab 2 & 3



## Venue

Upper Campus Student Learning Centre  
Level 4  
Steve Biko Building



## Time

13:00 - 14:00



## Find information:

[www.icts.uct.ac.za](http://www.icts.uct.ac.za) | Training | Info sessions & workshops | Lunchtime sessions  
[www.vula.uct.ac.za](http://www.vula.uct.ac.za) | LearnOnline