

## Training News

### About PDP Training News

PDP Training News is an information service provided by the Professional Development Program of the University at Albany's Rockefeller College, under a training and administrative services agreement with the NYS Office of Children and Family Services/Bureau of Training and the NYS Office of Temporary and Disability Assistance/Bureau of Training and Management Analysis.

### How Do I Register?

Registration for these courses is now available via the Statewide Training Automated Registration System (STARS).

Local district staff should consult their Staff Development Coordinator for registration.

OCFS staff should contact their Training Coordinator or supervisor. Training Coordinators should process nominations through STARS. Training Coordinators without STARS access can refer to the OCFS Bureau of Training (BT) Announcement website, at <http://emerald/TrnAnnounce/ta.cfm>. Supervisory approval is required.

OTDA staff should contact their Training Coordinator. Supervisory approval is required.

Courses are listed in STARS and on the BT website with the prefix MS: if the course is a Microsoft Office class.

### Class Times

All courses are specified as AM (10AM - noon) or PM (1:30-3:30PM).

### Questions?

If you have any questions regarding these classes, want to change newsletter distribution information (such as adding or deleting names of recipients), or have any other questions, please contact Timothy J. Buddenhagen at 518-956-7820 or [tbuddenhagen@albany.edu](mailto:tbuddenhagen@albany.edu).

### Additional Information

The latest Computer Training Services Course Catalog is now available at the OCFS Bureau of Training Intranet, at <http://ocfs.state.nyenet/ohrd/docs/catalog.pdf>, and is also available via TrainingSpace at [http://www.trainingspace.org/materials/ctscatalog/PDP\\_Computer\\_Training\\_Services\\_Course\\_Catalog.pdf](http://www.trainingspace.org/materials/ctscatalog/PDP_Computer_Training_Services_Course_Catalog.pdf).

## NEW COURSES

### Outlook 2010 – Email Basics

This virtual class teaches students the basics of navigating and using Outlook 2010 to effectively communicate via email. Topics include:

- Navigating Outlook 2010
- Composing and managing email messages
- Formatting messages
- Working with file attachments
- Organizing messages with folders
- Using the Outlook 2010 Help feature

### Outlook 2010 – Managing Calendars

This virtual class teaches students how to use the calendar features of Outlook 2010. Topics include:

- Accessing calendar view
- Creating appointments
- Scheduling individual and recurring meetings
- Sharing and adding calendars
- Using the Outlook 2010 Help feature

## LEARNLINC CLASS SCHEDULE

Date	Course	Time
2	CCFS - Special Topics: Fingerprint Waivers & Mass Expungements	PM
2	PowerPoint 2010 - Creating a Basic Presentation	PM
2	Access 2007 - Basics	PM
3	CCFS - Managing CCFS Reports Using Excel 2010	AM
3	Windows 7 - Using the Operating System	AM
3	PowerPoint 2007 - Creating a Basic Presentation	AM
3	CCFS - Using Help Topics	PM
3	Office 2010 - Moving to Office 2010	PM
4	Accessing Your Email Using the Internet and Email Etiquette	AM
7	Internet Explorer 7 - Making the Internet Work for You	PM
7	Excel 2010 - Moving to Excel 2010	PM
8	Excel 2010 - Basics	AM
8	Outlook 2010 - Moving to Outlook 2010	AM
8	Excel 2007 - Basics	AM
8	Excel 2010 - Formulas and Functions	PM
8	Word 2010 - Moving to Word 2010	PM
8	Excel 2007 - Formulas and Functions	PM
9	Excel 2010 - Charts and Graphics	AM
9	Office 2010 - Moving to Office 2010	AM
9	Excel 2007 - Charts and Graphics	AM
9	Excel 2010 - Formatting Worksheets	PM
9	Windows 7 - Using the Operating System	PM
9	Excel 2007 - Formatting Worksheets	PM
10	Outlook 2010 - Email Basics	AM
10	PowerPoint 2010 - Creating a Basic Presentation	AM
10	Excel 2007 - Design Considerations and Navigation Techniques	AM
10	Outlook 2010 - Managing Calendars	PM
10	Adobe Reader X - Using PDF Files	PM
14	Accessing Your Email Using the Internet and Email Etiquette	PM
15	Outlook 2010 - Email Basics	AM
15	Windows 7 - Using the Operating System	AM
15	Outlook 2007 - Email Basics	AM

## About LearnLinc

LearnLinc is an online learning environment that provides courses and classroom training through iLinc, and is available through the Internet and the HSEN Intranet. LearnLinc is browser-based and accessed through Internet Explorer. Participants use a browser to access the iLinc Communications Center at the OCFS Bureau of Training (BT) website at <http://www.ocfs.state.ny.us/ohrd/learnlinc>.

From this site, participants "join" a class; this launches the LearnLinc classroom interface. The software provides students with an interactive learning experience that allows them to communicate with the instructor and other class participants in "real time" without leaving their desks.

All interested users must attend the *Introduction to iLinc* course prior to registering for a content course. This course runs approximately 60 minutes, and will help trainees become familiar with the LearnLinc interface and the operation of different tools. Introduction to iLinc classes are offered every Tuesday morning and Thursday afternoon.

LearnLinc courses are listed in STARS and on the BT website with the prefix *LL*: or *LL:MS*: if the course is a Microsoft Office class.

## LEARNLINC CLASS SCHEDULE

Date	Course	Time
15	Outlook 2010 - Managing Calendars	PM
15	Office 2010 - Moving to Office 2010	PM
15	Outlook 2007 - Calendars	PM
16	Excel 2010 - Basics	AM
16	Word 2010 - Moving to Word 2010	AM
16	Outlook 2007 - Contacts and Distribution Lists	AM
16	Excel 2010 - Formulas and Functions	PM
16	Outlook 2010 - Moving to Outlook 2010	PM
16	Outlook 2007 - Folders and Email Management	PM
17	Excel 2010 - Charts and Graphics	AM
17	Excel 2010 - Moving to Excel 2010	AM
17	Word 2007 - Templates and Forms	AM
17	Excel 2010 - Formatting Worksheets	PM
17	Adobe Reader X - Using PDF Files	PM
17	Word 2007 - Formatting for Reports and Manuals	PM
18	Internet Explorer 7 - Making the Internet Work for You	AM
22	Excel 2010 - Basics	AM
22	Outlook 2010 - Moving to Outlook 2010	AM
22	Access 2007 - Basics	AM
22	Excel 2010 - Formulas and Functions	PM
22	Word 2010 - Moving to Word 2010	PM
22	PowerPoint 2007 - Creating a Basic Presentation	PM
23	Excel 2010 - Charts and Graphics	AM
23	PowerPoint 2010 - Creating a Basic Presentation	AM
23	Excel 2007 - Basics	AM
23	Excel 2010 - Formatting Worksheets	PM
23	Excel 2010 - Moving to Excel 2010	PM
23	Excel 2007 - Formulas and Functions	PM
24	Outlook 2010 - Email Basics	AM
24	Office 2010 - Moving to Office 2010	AM
24	Excel 2007 - Charts and Graphics	AM
24	Outlook 2010 - Managing Calendars	PM
24	Windows 7 - Using the Operating System	PM
24	Excel 2007 - Formatting Worksheets	PM
25	Adobe Reader X - Using PDF Files	AM
25	Accessing Your Email Using the Internet and Email Etiquette	AM
25	Excel 2007 - Design Considerations and Navigation Techniques	AM
28	Excel 2010 - Basics	AM
28	Outlook 2010 - Moving to Outlook 2010	AM
28	Excel 2010 - Formulas and Functions	PM
28	Windows 7 - Using the Operating System	PM
29	Excel 2010 - Charts and Graphics	AM
29	Office 2010 - Moving to Office 2010	AM
29	Outlook 2007 - Email Basics	AM
29	Excel 2010 - Formatting Worksheets	PM
29	Excel 2010 - Moving to Excel 2010	PM
29	Outlook 2007 - Calendars	PM
30	Outlook 2010 - Email Basics	AM
30	Word 2010 - Moving to Word 2010	AM
30	Outlook 2007 - Contacts and Distribution Lists	AM
30	CCFS - Using Help Topics	PM
30	Outlook 2010 - Managing Calendars	PM
30	Outlook 2007 - Folders and Email Management	PM
31	CCFS - Managing CCFS Reports Using Excel 2010	AM
31	PowerPoint 2010 - Creating a Basic Presentation	AM
31	Word 2007 - Templates and Forms	AM
31	CCFS - Special Topics: Fingerprint Waivers & Mass Expungements	PM
31	Word 2007 - Formatting for Reports and Manuals	PM

