

### 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 (9am-noon), PM (1-4pm).

#### 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).

### NEW COURSES

#### *Excel 2010: Data Sorting, Charts, Graphs, and Graphics*

This class provides instruction on how to sort data and use charting and graphing features in Excel 2010 to create visual impact. Topics include:

- Organizing worksheet and table data
- Sorting and filtering data
- Creating, formatting, and modifying charts
- Inserting and modifying graphic objects
- Creating Sparklines

#### *Excel 2010: Formatting Worksheets*

This class provides instruction on the basics of modifying, formatting, and printing worksheets in Excel 2010. Topics include:

- Editing worksheet data
- Finding and replacing data
- Formatting a worksheet using fonts, borders, and color
- Using number formatting, applying styles, and aligning content
- Defining a page layout
- Printing a worksheet

### NEW YORK CITY TRAINING LAB 80 Maiden Lane Room 2302

Date	Course	Time
1	Excel 2010: Moving to Excel 2010	PM
2	Windows 7: Using the Operating System	AM
2	Office 2010: Moving to Office 2010	PM
5	Excel 2010: Basics	AM
6	Excel 2010: Working with Formulas and Functions	PM
7	Excel 2010: Formatting Worksheets	AM
8	Excel 2010: Data Sorting, Charts, Graphs, and Graphics	PM
9	PowerPoint 2010: Creating a Basic PowerPoint Presentation	AM
9	Outlook 2010: Folders and Email Management	PM
13	Access 2010: Basics	AM
13	Access 2010: Queries, Forms, and Reports (Introduction)	PM
14	Office 2010: Moving to Office 2010	AM
15	Windows 7: Using the Operating System	PM
16	Outlook 2010: Moving to Outlook 2010	AM
16	Word 2010: Moving to Word 2010	PM
19	Excel 2010: Basics	AM
20	Excel 2010: Working with Formulas and Functions	AM
20	Excel 2010: Formatting Worksheets	PM
21	Excel 2010: Data Sorting, Charts, Graphs, and Graphics	AM
26	Outlook 2010: Moving to Outlook 2010	AM
27	Access 2010: Basics	AM
27	Access 2010: Queries, Forms, and Reports (Introduction)	PM
28	Word 2010: Moving to Word 2010	AM
29	Excel 2010: Moving to Excel 2010	PM
30	Office 2010: Moving to Office 2010	AM
30	Windows 7: Using the Operating System	PM

**OCFS CAPITAL VIEW OFFICE PARK**

**52 Washington Street Rensselaer Room 223 North or 103 South**

**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).

Date	Course	Time	Room
1	Access 2010: Basics	AM	223N
1	Access 2010: Queries, Forms, and Reports (Introduction)	PM	223N
5	Windows 7: Using the Operating System	AM	103S
5	Office 2010: Moving to Office 2010	PM	103S
6	Outlook 2010: Folders and Email Management	AM	103S
6	SFS Travel and Expenses (TE205)	AM	223N
6	PowerPoint 2010: Creating a Basic Presentation	PM	103S
6	SFS: Processing Purchase Orders (PO220)	PM	223N
7	Excel 2010: Basics	AM	103S
7	Excel 2010: Working with Formulas and Functions	PM	103S
8	Excel 2010: Data Sorting, Charts, Graphs, and Graphics	AM	103S
8	Excel 2010: Formatting Worksheets	PM	103S
9	Word 2010: Moving to Word 2010	AM	103S
9	Excel 2010: Moving to Excel 2010	PM	103S
13	Office 2010: Moving to Office 2010	AM	223N
13	Windows 7: Using the Operating System	PM	223N
14	Access 2010: Basics	AM	103S
14	Access 2010: Queries, Forms, and Reports (Introduction)	PM	103S
15	Excel 2010: Moving to Excel 2010	AM	103S
15	Outlook 2010: Moving to Outlook 2010	PM	103S
16	PowerPoint 2010: Creating a Basic Presentation	AM	103S
16	Outlook 2010: Folders and Email Management	PM	103S
19	Excel 2010: Basics	AM	103S
19	Excel 2010: Working with Formulas and Functions	PM	103S
20	Excel 2010: Data Sorting, Charts, Graphs, and Graphics	AM	103S
20	Outlook 2010: Moving to Outlook 2010	AM	223N
20	Excel 2010: Formatting Worksheets	PM	103S
20	Word 2010: Moving to Word 2010	PM	223N
21	Windows 7: Using the Operating System	AM	223N
21	Office 2010: Moving to Office 2010	PM	223N
26	PowerPoint 2010: Creating a Basic Presentation	AM	103S
26	Excel 2010: Moving to Excel 2010	PM	103S
27	Excel 2010: Basics	AM	103S
27	Word 2010: Moving to Word 2010	AM	223N
27	Excel 2010: Working with Formulas and Functions	PM	103S
27	Outlook 2010: Moving to Outlook 2010	PM	223N
28	Excel 2010: Data Sorting, Charts, Graphs, and Graphics	AM	103S
28	Office 2010: Moving to Office 2010	AM	223N
28	Excel 2010: Formatting Worksheets	PM	103S
28	Windows 7: Using the Operating System	PM	223N
29	SFS: Processing Purchase Orders (PO220)	AM	223N
29	SFS Travel and Expenses (TE205)	PM	223N
30	Access 2010: Basics	AM	103S
30	Access 2010: Queries, Forms, and Reports (Introduction)	PM	103S



**BATAVIA TRAINING LAB**  
Genesee DSS 5130 East Main Road

**SYRACUSE TRAINING LAB**  
200 Elwood Davis Drive Liverpool

Date	Course	Time	Date	Course	Time
26	Outlook 2010: Moving to Outlook 2010	PM	26	Outlook 2010: Moving to Outlook 2010	PM
27	Excel 2010: Basics	AM	27	Excel 2010: Basics	AM
27	Excel 2010: Working with Formulas & Functions	PM	27	Excel 2010: Working with Formulas & Functions	PM
28	Excel 2010: Formatting Worksheets	AM	28	Excel 2010: Formatting Worksheets	AM
28	Excel 2010: Data Sorting, Charts, Graphs & Graphics	PM	28	Excel 2010: Data Sorting, Charts, Graphs & Graphics	PM
29	Windows 7: Using the Operating System	AM	29	Windows 7: Using the Operating System	AM
29	Office 2010: Moving to Office 2010	PM	29	Office 2010: Moving to Office 2010	PM
30	Access 2010: Basics	AM	30	Access 2010: Basics	AM