

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.

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.

NEW COURSES

Excel 2010: Charts and Graphics

This course explores the charting and graphics features of Microsoft Excel 2010.

Topics include:

- Creating and Modifying Charts
- Creating Sparklines
- Working with Graphic Objects
- Using the Help Menu

Excel 2010: Formatting Worksheets

The course explores the basics of formatting Excel 2010 worksheets.

Topics include:

- Formatting a Worksheet
- Modifying Worksheet Content via the Editing Group
- Applying Page Setup Options
- Formatting Data for Analysis
- Using the Excel 2010 Help Menu

FEATURED TRAININGSPLACE COURSE

Moving to Office 2010

This computer-based training course on TrainingSpace explores Microsoft Office 2010 and allows students to become familiar with the new environment and updated features in the Office 2010 application suite. Students can proceed through the training at their own pace. There are numerous demonstrations and an opportunity for hands-on practice. Topics include:

- Exploring and Customizing the Office 2010 Environment
 - File Tab, Backstage View, and the Ribbon
- Enabling and Using the Outlook 2010 Conversation View
- Examining New Features in Word and Excel 2010
 - Print Preview, Live Preview, and the Word Navigation Pane
- Exploring OneNote 2010

LEARNLINC CLASS SCHEDULE

Date	Course	Time
1	Office 2010 - Moving to Office 2010	AM
1	Excel 2007 - Basics	AM
1	Windows 7 - Using the Operating System	AM
1	Excel 2007 - Formulas and Functions	PM
1	Word 2007 - Templates and Forms	PM
2	Excel 2007 - Charts and Graphics	AM
2	Word 2007 - Formatting for Reports and Manuals	AM
2	Excel 2007 - Formatting Worksheets	PM
5	Outlook 2010 - Moving to Outlook 2010	PM
5	Excel 2007 - Design Considerations and Navigation Techniques	PM
5	CCFS - Managing CCFS Reports Using Excel 2010	PM
6	Excel 2010 - Moving to Excel 2010	AM
6	Outlook 2007 - Email Basics	AM
6	Office 2010 - Moving to Office 2010	AM
6	Outlook 2007 - Folders and Email Management	PM
6	Word 2010 - Moving to Word 2010	PM
7	Outlook 2007 - Calendars	AM
7	Excel 2010 - Basics	AM
7	Outlook 2007 - Contacts and Distribution Lists	PM
7	Excel 2010 - Formulas and Functions	PM
8	Adobe Reader X - Using PDF Files	AM
8	Excel 2010 - Charts and Graphics	AM

LEARNLINC CLASS SCHEDULE

About TrainingSpace

TrainingSpace is an online training resource that offers a variety of asynchronous, interactive, web-based courses designed to assist staff in their job tasks, and complement other training programs. TrainingSpace courses allow you to learn at your own pace and review when necessary.

Pre-registration for TrainingSpace courses is required through the Statewide Training Automated Registration System (STARS). Please see the *How Do I Register?* section above. Once registered, you can access these courses via TrainingSpace at <http://www.trainingspace.org>. Access to TrainingSpace is achieved through a Directory Services account (LDAP account), which is different than your New York State Human Services Enterprise Network (HSEN) account. If you do not have a Directory Services account or have questions about your Directory Services account, contact your district/agency's LAN Administrator or the New York State Enterprise Help Desk (1-800-697-1323).

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

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.

Date	Course	Time
8	Windows 7 - Using the Operating System	AM
8	PowerPoint 2007 - Creating a Basic Presentation	PM
8	Excel 2010 - Formatting Worksheets	PM
8	Accessing Your Email Using the Internet and Email Etiquette	PM
9	Access 2007 - Basics	AM
9	Internet Explorer 7 - Making the Internet Work for You	AM
13	Word 2007 - Templates and Forms	AM
13	Word 2007 - Formatting for Reports and Manuals	PM
13	Excel 2007 - Basics	PM
13	Word 2010 - Moving to Word 2010	PM
14	Outlook 2010 - Moving to Outlook 2010	AM
14	Excel 2010 - Basics	AM
14	Excel 2010 - Formulas and Functions	PM
14	Excel 2010 - Moving to Excel 2010	PM
15	Excel 2010 - Basics	AM
15	Excel 2010 - Charts and Graphics	AM
15	Windows 7 - Using the Operating System	AM
15	Access 2007 - Basics	PM
15	Excel 2010 - Formatting Worksheets	PM
15	Office 2010 - Moving to Office 2010	PM
16	PowerPoint 2007 - Creating a Basic Presentation	AM
16	Excel 2010 - Formulas and Functions	AM
19	Excel 2007 - Basics	AM
19	Accessing Your Email Using the Internet and Email Etiquette	PM
19	Excel 2007 - Formulas and Functions	PM
19	Excel 2010 - Moving to Excel 2010	PM
20	Excel 2007 - Charts and Graphics	AM
20	Word 2010 - Moving to Word 2010	AM
20	Office 2010 - Moving to Office 2010	AM
20	Excel 2007 - Formatting Worksheets	PM
20	Outlook 2010 - Moving to Outlook 2010	PM
20	Windows 7 - Using the Operating System	PM
26	Outlook 2007 - Email Basics	AM
26	Internet Explorer 7 - Making the Internet Work for You	PM
26	Outlook 2007 - Folders and Email Management	PM
26	Adobe Reader X - Using PDF Files	PM
27	Outlook 2007 - Calendars	AM
27	CCFS - Using Help Topics	AM
27	Excel 2010 - Basics	AM
27	Outlook 2007 - Contacts and Distribution Lists	PM
27	Outlook 2010 - Moving to Outlook 2010	PM
27	Excel 2010 - Formulas and Functions	PM
28	Access 2007 - Basics	AM
28	Excel 2010 - Charts and Graphics	AM
28	CCFS - Managing CCFS Reports Using Excel 2010	PM
28	Excel 2010 - Formatting Worksheets	PM
29	Excel 2010 - Moving to Excel 2010	AM
29	Excel 2007 - Basics	AM
29	Windows 7 - Using the Operating System	AM
29	Excel 2007 - Formulas and Functions	PM
29	CCFS - Special Topics: Fingerprint Waivers & Mass Expungements	PM
29	Office 2010 - Moving to Office 2010	PM
30	Excel 2007 - Charts and Graphics	AM
30	Tablet Application Training for CCFS Field Staff	AM
30	Word 2010 - Moving to Word 2010	AM
30	Excel 2007 - Design Considerations and Navigation Techniques	PM