

## 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.

If you want to change distribution information for your organization (such as adding or deleting names of recipients), please contact Timothy J. Buddenhagen at [tbuddenhagen@albany.edu](mailto:tbuddenhagen@albany.edu) or 518-956-7820.

### 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 below. 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.

# SEPTEMBER ONLINE TRAINING

DISTANCE LEARNING COURSES OFFERED IN SEPTEMBER 2012

## FEATURED LEARNING COURSES

### *Windows 7 – Using the Operating System*

This course provides basic Windows 7 operating system instruction. The purpose of this course is to teach you how to navigate through the enhanced operating system through customization and file management. This course is intended for both users currently using Windows 7 and those anticipating new computer equipment or the Windows 7 upgrade. Topics include:

- Customizing Windows 7
- Managing folders and files
- Getting help

### *Moving to Office 2010*

This class explores Microsoft Office 2010 and allows students to become familiar with the new environment and updated features in the Office 2010 application suite. There is an opportunity for hands-on practice at the end of the class. 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

### *Adobe Reader X – Using PDF Files*

This *recently updated* class demonstrates the benefits of Adobe Reader X and explains basic PDF file concepts. Topics include:

- Introduction to the Adobe Reader X window
- Reviewing the Adobe Reader X toolbars
- Browsing a PDF document and viewing a file
- Finding and searching text
- Using the navigation pane, using thumbnails and bookmarks
- Additional Adobe Reader X features.

## FEATURED TRAININGSPACE 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

### Questions?

If you have any questions regarding online classes, please contact Timothy J. Buddenhagen at [tbuddenhagen@albany.edu](mailto:tbuddenhagen@albany.edu) or 518-956-7820.

## How Do I Register?

Registration is 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. Staff who need to determine which Training Coordinator to contact should see their supervisor. Training Coordinators will process nominations through STARS. Training Coordinators who do not have access to STARS can view course schedule, registration information, and submit a registration request at 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 if interested in applying for training. Training Coordinators will process nominations through STARS. Supervisory approval is required.

## 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
4	Excel 2007 – Basics	AM
4	Word 2007 – Formatting for Reports and Manuals	AM
4	Word 2010 – Moving to Word 2010	AM
4	Excel 2007 – Formulas and Functions	PM
4	Outlook 2010 – Moving to Outlook 2010	PM
4	Word 2007 – Templates and Forms	PM
5	Excel 2007 – Charts and Graphics	AM
5	Office 2010 – Moving to Office 2010	AM
5	Windows 7 – Using the Operating System	PM
5	Excel 2007 – Formatting Worksheets	PM
7	Excel 2007 – Design Considerations & Navigation Techniques	AM
7	Excel 2010 – Moving to Excel 2010	AM
7	Access 2007 Basics	PM
7	Adobe Reader X – Using PDF Files	PM
10	Office 2010 – Moving to Office 2010	AM
10	Windows 7 – Using the Operating System	AM
10	Outlook 2007 – Email Basics	PM
10	Excel 2010 Basics	PM
13	Outlook 2007 – Folders and Email Management	AM
13	Using nyseWebstar	PM
14	Outlook 2007 – Calendars	AM
14	Outlook 2007 – Contacts and Distribution Lists	PM
17	Access 2007 Basics	AM
17	Outlook 2010 – Moving to Outlook 2010	PM
17	PowerPoint 2007 – Creating a Basic Presentation	PM
18	Excel 2007 – Basics	AM
18	Windows 7 – Using the Operating System	AM
18	Office 2010 – Moving to Office 2010	PM
19	Excel 2007 – Formulas and Functions	AM
19	Excel 2010 – Moving to Excel 2010	PM
20	Excel 2007 – Charts and Graphics	AM
20	Excel 2010 Basics	AM
20	Excel 2007 – Formatting Worksheets	PM
21	Excel 2007 – Design Considerations & Navigation Techniques	AM
21	Word 2010 – Moving to Word 2010	AM
21	Accessing Your Email Using the Internet and Email Etiquette	PM
24	Outlook 2007 – Email Basics	AM
24	Access 2007 Basics	PM
24	Adobe Reader X – Using PDF Files	PM
25	Outlook 2007 – Folders and Email Management	AM
25	Word 2007 – Templates and Forms	AM
25	Word 2010 – Moving to Word 2010	PM
25	Using Help Topics in CCFS	PM
26	Excel 2007 – Basics	AM
26	Outlook 2010 – Moving to Outlook 2010	PM
26	Managing CCFS Reports in Excel 2010	PM
27	Office 2010 – Moving to Office 2010	AM
27	Word 2007 – Formatting for Reports and Manuals	AM
27	Windows 7 – Using the Operating System	PM
27	Excel 2010 – Moving to Excel 2010	PM
27	CCFS: Special Topics: Fingerprint Waivers & Mass Expungements	PM
28	Outlook 2007 – Calendars	AM
28	PowerPoint 2007 – Creating a Basic Presentation	AM
28	Making the Internet Work for You	AM
28	Outlook 2007 – Contacts and Distribution Lists	PM