

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@pdp.albany.edu or 518-956-7820.

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.

AUGUST ONLINE TRAINING

DISTANCE LEARNING COURSES OFFERED IN AUGUST 2012

NEW COURSES

Excel 2010 Basics

This virtual class provides basic Excel 2010 instruction for users with little or no experience with Excel and/or performing basic calculations. Topics include:

- Getting Started with Excel 2010
- Creating a basic worksheet
- Creating formulas and inserting functions
- Modifying a worksheet
- Searching and manipulating data
- Printing a workbook
- Accessing the Excel 2010 Help menu

Word 2010 – Moving to Word 2010

This virtual class provides instruction on the primary new features in Word 2010. The training is intended for experienced Word 2007 users needing to learn the key changes in Word 2010. Topics include:

- Exploring the Word 2010 interface
- Modifying text and using Live Preview
- Using the Navigation pane to search a document
- Previewing and printing a document
- Inserting and formatting screenshots in a document

FEATURED COURSES

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

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

Questions?

If you have any questions regarding online classes, please contact Timothy J. Buddenhagen at

tbuddenhagen@pdp.albany.edu or 518-956-7820.

Please see page two for the full LearnLinc class schedule.

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 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.

LEARNLINC CLASS SCHEDULE

Date	Course	Time
1	Excel 2007 - Basics	AM
1	Windows 7 - Using the Operating System	AM
1	Excel 2007 - Formulas and Functions	PM
1	Office 2010 - Moving to Office 2010	PM
2	Excel 2007 - Formatting Worksheets	AM
2	Outlook 2010 - Moving to Outlook 2010	AM
2	Excel 2007 - Charts and Graphics	PM
2	Excel 2010 - Moving to Excel 2010	PM
3	Excel 2007 - Design Considerations and Navigation Techniques	AM
3	PowerPoint 2007 - Creating a Basic Presentation	AM
6	Outlook 2007 - Email Basics	PM
7	Outlook 2007 - Folders and Email Management	AM
7	Outlook 2007 - Calendars	PM
8	Outlook 2007 - Contacts and Distribution Lists	AM
8	Access 2007 - Basics	PM
9	Word 2007 - Formatting for Reports and Manuals	AM
9	Word 2007 - Templates and Forms	PM
10	Accessing Your Email Using the Internet and Email Etiquette	AM
16	Office 2010 - Moving to Office 2010	AM
16	Windows 7 - Using the Operating System	PM
17	Adobe Reader X - Using PDF Files	AM
20	Outlook 2010 - Moving to Outlook 2010	PM
21	Excel 2010 - Moving to Excel 2010	AM
21	Excel 2010 Basics	AM
21	ASAP - Managing Cases: Standard Reports and Help Topics	PM
21	Word 2010 - Moving to Word 2010	PM
22	ASAP Managing Cases: Sorting & Filtering Caseload Information	AM
23	Office 2010 - Moving to Office 2010	AM
23	Windows 7 - Using the Operating System	PM
24	PowerPoint 2007 - Creating a Basic Presentation	AM
27	Excel 2007 - Basics	PM
27	Windows 7 - Using the Operating System	PM
28	Excel 2007 - Formulas and Functions	AM
28	Excel 2010 - Moving to Excel 2010	AM
28	Excel 2007 - Formatting Worksheets	PM
28	Outlook 2010 - Moving to Outlook 2010	PM
29	ASAP Managing Cases: Sorting & Filtering Caseload Information	AM
29	Excel 2007 - Charts and Graphics	PM
30	Word 2010 - Moving to Word 2010	AM
30	ASAP - Managing Cases: Standard Reports and Help Topics	AM
30	Office 2010 - Moving to Office 2010	PM
30	Excel 2007 - Design Considerations and Navigation Techniques	PM
31	Excel 2010 Basics	AM
31	Access 2007 - Basics	AM

LearnLinc courses are AM (10AM - noon) or PM (1:30-3:30PM)

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