

## 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).

## FEATURED LEARNING 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

### *Access 2010: Basics*

This class provides basic Access 2010 instruction for users with little or no experience with Access 2010 databases. Topics include:

- Identifying the Access interface
- Designing and creating a database
- Creating and managing tables
- Establishing table relationships
- Modifying table data
- Sorting and filtering records

## 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

## 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

## 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.

# LEARNLINC CLASS SCHEDULE

Date	Course	Time
1	Adobe Reader X - Using PDF Files	PM
1	Outlook 2010 - Email Basics	PM
2	Access 2007 - Basics	AM
2	Outlook 2010 - Folders and Email Management	AM
2	Word 2007 - Templates and Forms	PM
2	Outlook 2010 - Managing Calendars	PM
8	Accessing Email Using the Internet & Email Etiquette	PM
8	Access 2010 - Basics	PM
9	Outlook 2007 - Email Basics	AM
9	Excel 2010 - Basics	AM
9	Outlook 2007 - Calendars	PM
9	Excel 2010 - Formulas and Functions	PM
10	Outlook 2007 - Folders and Email Management	AM
10	Excel 2010 - Charts and Graphics	AM
10	Outlook 2007 - Contacts and Distribution Lists	PM
10	Excel 2010 - Formatting Worksheets	PM
11	Outlook 2010 - Moving to Outlook 2010	AM
11	Windows 7 - Using the Operating System	AM
11	Word 2010 - Moving to Word 2010	PM
11	Office 2010 - Moving to Office 2010	PM
12	Internet Explorer 7 - Making the Internet Work for You	AM
12	Excel 2010 - Moving to Excel 2010	AM
16	Excel 2007 - Basics	AM
16	Excel 2007 - Formulas and Functions	PM
17	Excel 2007 - Charts and Graphics	AM
17	Excel 2007 - Design Considerations and Navigation Techniques	PM
18	Word 2010 - Creating Templates and Forms	AM
18	PowerPoint 2010 - Creating a Basic Presentation	PM
22	Excel 2010 - Moving to Excel 2010	PM
23	Outlook 2010 - Moving to Outlook 2010	AM
23	Word 2010 - Moving to Word 2010	PM
24	Excel 2010 - Basics	AM
24	Excel 2010 - Charts and Graphics	PM
25	Excel 2010 - Formatting Worksheets	AM
25	Excel 2010 - Formulas and Functions	PM
26	Access 2010 - Basics	AM
29	Windows 7 - Using the Operating System	PM
30	Office 2010 - Moving to Office 2010	AM
30	Outlook 2010 - Email Basics	PM
31	Outlook 2010 - Folders and Email Management	AM
31	Outlook 2010 - Managing Calendars	PM