

### 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 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 one-half day AM (9am-noon), PM (1-4pm), or Full Day (9am-4pm).

#### Training Format

All classes are presented utilizing the 2010 version of MS Office.

### FEATURED COURSES

#### Excel 2010: Using Tables and PivotTables to Analyze Data

This advanced class is designed to teach students how to dynamically analyze large amounts of data in an Excel 2010 spreadsheet.

Topics include:

- Creating, modifying, and formatting tables
- Sorting and filtering data
- Using functions to calculate data
- Creating a PivotTable report
- Filtering data using slicers
- Analyzing data using PivotCharts

#### OneNote 2010: Basics

This course teaches students how to create, edit, organize, and enhance notes in OneNote 2010. Topics include:

- Exploring the OneNote 2010 interface
- Creating, editing, and formatting notes
- Organizing content and searching for information
- Using Outlook 2010 with OneNote 2010

#### OCFS CAPITAL VIEW OFFICE PARK

52 Washington Street Rensselaer Room 103 South or 223 North

Date	Course	Time	Room
1	Windows 7: Using the Operating System	AM	103S
1	Office: Moving to Office 2010	PM	103S
2	PowerPoint: Creating a Basic Presentation	AM	103S
6	Excel: Basics	AM	103S
6	Excel: Working with Formulas & Functions	PM	103S
8	Excel: Data Sorting, Charts, & Graphics	AM	103S
8	Excel: Formatting Worksheets	PM	103S
9	Excel: Using Tables & PivotTables to Analyze Data	AM	103S
12	OneNote: Basics	PM	103S
13	Access: Basics	AM	103S
13	SFS: Travel and Expenses	AM	223N
13	Access: Queries, Forms, & Reports (Intro)	PM	103S
13	SFS: Processing Purchase Orders	PM	223N
14	Excel: Level One	Full Day	103S
15	Word: Preparing & Editing Large Documents	AM	103S
15	OneNote: Basics	PM	103S
16	Excel: Moving to Excel 2010	AM	103S
26	Outlook: Email Basics	PM	103S
27	Outlook: Folders and Email Management	AM	103S
27	Outlook: Managing Calendars	PM	103S
28	Excel: Level Two	Full Day	103S
29	Office: Moving to Office 2010	AM	103S
29	Windows 7: Using the Operating System	PM	103S
30	Word: Creating Templates and Forms	AM	103S

**NEW YORK CITY TRAINING LAB**  
80 Maiden Lane Room 423

Date	Course	Time
1	Windows 7: Using the Operating System	AM
1	Office: Moving to Office 2010	PM
2	Outlook: Moving to Outlook 2010	AM
6	Excel: Level One	Full Day
7	Word: Creating Templates and Forms	AM
7	Word: Preparing & Editing Large Documents	PM
8	OneNote: Basics	AM
8	PowerPoint: Creating a Basic Presentation	PM
9	Access: Basics	AM
12	Access: Queries, Forms, & Reports (Intro)	PM
13	Excel: Basics	AM
13	Excel: Working with Formulas & Functions	PM
14	Excel: Data Sorting, Charts, & Graphics	AM
14	Excel: Formatting Worksheets	PM
15	Excel: Using Tables & PivotTables to Analyze Data	AM
15	Word: Moving to Word 2010	PM
16	Office: Moving to Office 2010	AM
19	Windows 7: Using the Operating System	PM
20	Excel: Level Two	Full Day
21	PowerPoint: Creating a Basic Presentation	AM
21	OneNote: Basics	PM
22	Outlook: Email Basics	AM
22	Outlook: Folders and Email Management	PM
23	Outlook: Managing Calendars	AM
26	OneNote: Basics	AM
26	Excel: Basics	PM
27	Excel: Working with Formulas & Functions	AM
27	Excel: Data Sorting, Charts, & Graphics	PM
28	Excel: Formatting Worksheets	AM
28	Excel: Using Tables & PivotTables to Analyze Data	PM
29	Word: Creating Templates and Forms	AM
29	Word: Preparing & Editing Large Documents	PM

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

Date	Course	Time
12	Word: Preparing & Editing Large Documents	PM
13	OneNote: Basics	AM
13	Excel: Using Tables & PivotTables to Analyze Data	PM
14	Access: Basics	AM
14	Access: Queries, Forms, & Reports (Intro)	PM
15	Outlook: Email Basics	AM
15	Outlook: Folders and Email Management	PM
16	Outlook: Managing Calendars	AM

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

Date	Course	Time
12	Word: Preparing & Editing Large Documents	PM
13	OneNote: Basics	AM
13	Excel: Using Tables & PivotTables to Analyze Data	PM
14	Access: Basics	AM
14	Access: Queries, Forms, & Reports (Intro)	PM



**Additional Information**

The latest Computer Training Services Course Catalog is 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/default.cfm>.

**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).