

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 AM (9am-noon) or PM (1-4pm).

Training Format

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

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.

FEATURED COURSES

Word 2010: Preparing and Editing Large Documents

This advanced course teaches students how to work with large documents and reports in Word 2010. Topics include:

- Creating a style and maintaining text and format consistency
- Inserting section breaks and columns
- Reviewing and comparing documents
- Inserting bookmarks, footnotes, endnotes, and hyperlinks
- Inserting Tables of Contents and Figures
- Creating a master document

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

SYRACUSE TRAINING LAB 200 Elwood Davis Drive Liverpool

Date	Course	Time
15	Word: Preparing and Editing Large Documents	PM
16	Excel: Basics	AM
16	Excel: Working with Formulas & Functions	PM
17	Excel: Data Sorting, Charts, & Graphics	AM
17	Excel: Formatting Worksheets	PM
18	Windows 7: Using the Operating System	AM
18	Office: Moving to Office 2010	PM
19	OneNote: Basics	AM

BATAVIA TRAINING LAB Genesee DSS 5130 East Main Road Batavia

Date	Course	Time
22	Word: Preparing and Editing Large Documents	PM
23	Excel: Basics	AM
23	Excel: Working with Formulas & Functions	PM
24	Excel: Data Sorting, Charts, & Graphics	AM
24	Excel: Formatting Worksheets	PM
25	Windows 7: Using the Operating System	AM
25	Office: Moving to Office 2010	PM
26	OneNote: Basics	AM

NEW YORK CITY TRAINING LAB
80 Maiden Lane Room 2302 or 423

Date	Course	Time	Room
1	OneNote: Basics	AM	423
2	Access: Basics	AM	423
2	Excel: Basics	AM	2302
2	Access: Queries, Forms, & Reports (Intro)	PM	423
2	Excel: Working with Formulas & Functions	PM	2302
3	Word: Preparing & Editing Large Documents	AM	423
4	Excel: Data Sorting, Charts, & Graphics	AM	423
4	Office: Moving to Office 2010	AM	2302
4	Excel: Formatting Worksheets	PM	423
4	Windows 7: Using the Operating System	PM	2302
5	Making the Internet Work for You (IE7)	AM	423
5	Outlook: Folders and Email Management	PM	423
8	Outlook: Managing Calendars	AM	423
9	Excel: Moving to Excel 2010	AM	423
9	Word: Moving to Word 2010	PM	423
10	Outlook: Moving to Outlook 2010	AM	423
11	PowerPoint: Creating a Basic Presentation	AM	423
11	Excel: Basics	AM	2302
11	Word: Creating Templates and Forms	PM	423
11	Excel: Working with Formulas & Functions	PM	2302
12	Excel: Data Sorting, Charts, & Graphics	AM	423
12	Excel: Formatting Worksheets	PM	423
16	Windows 7: Using the Operating System	AM	423
16	Outlook: Folders and Email Management	AM	2302
16	Office: Moving to Office 2010	PM	423
16	Outlook: Managing Calendars	PM	2302
17	Word: Moving to Word 2010	AM	423
18	Word: Preparing & Editing Large Documents	AM	423
18	Excel: Moving to Excel 2010	AM	2302
18	OneNote: Basics	PM	423
18	Outlook: Moving to Outlook 2010	PM	2302
19	Word: Creating Templates and Forms	AM	423
23	Outlook: Managing Calendars	AM	423
23	Making the Internet Work for You (IE7)	AM	2302
23	Outlook: Folders and Email Management	PM	423
23	PowerPoint: Creating a Basic Presentation	PM	2302
24	Excel: Basics	AM	423
24	Word: Creating Templates and Forms	AM	2302
24	Excel: Working with Formulas & Functions	PM	423
25	Access: Basics	AM	423
25	Excel: Data Sorting, Charts, & Graphics	AM	2302
25	Access: Queries, Forms, & Reports (Intro)	PM	423
25	Excel: Formatting Worksheets	PM	2302
26	Outlook: Moving to Outlook 2010	AM	423
26	Word: Moving to Word 2010	PM	423
29	Excel: Moving to Excel 2010	AM	423
29	Windows 7: Using the Operating System	AM	2302
29	Office: Moving to Office 2010	PM	423
30	Word: Preparing & Editing Large Documents	AM	423
30	OneNote: Basics	PM	423

OCFS CAPITAL VIEW OFFICE PARK
52 Washington Street Rensselaer 103S or 223N

Date	Course	Time	Room
2	Excel: Basics	AM	223N
2	Excel: Working with Formulas & Functions	PM	223N
3	Excel: Data Sorting, Charts, & Graphics	AM	223N
3	Excel: Formatting Worksheets	PM	223N
4	OneNote: Basics	AM	223N
4	Word: Preparing & Editing Large Documents	PM	223N
5	Windows 7: Using the Operating System	AM	103S
5	Office: Moving to Office 2010	PM	103S
8	Outlook: Managing Calendars	AM	103S
8	Outlook: Folders and Email Management	PM	103S
9	Excel: Moving to Excel 2010	AM	103S
9	Outlook: Moving to Outlook 2010	PM	103S
10	Word: Moving to Word 2010	AM	103S
10	Word: Creating Templates and Forms	PM	103S
11	Access: Basics	PM	103S
12	PowerPoint: Creating a Basic Presentation	AM	103S
12	Access: Queries, Forms, & Reports (Intro)	PM	103S
23	Outlook: Folders and Email Management	AM	223N
23	Outlook: Managing Calendars	PM	223N
24	Excel: Basics	AM	103S
24	Office: Moving to Office 2010	AM	223N
24	Excel: Working with Formulas & Functions	PM	103S
24	Windows 7: Using the Operating System	PM	223N
25	Excel: Data Sorting, Charts, & Graphics	AM	103S
25	Word: Moving to Word 2010	AM	223N
25	Excel: Formatting Worksheets	PM	103S
25	Outlook: Moving to Outlook 2010	PM	223N
26	Excel: Moving to Excel 2010	AM	103S
26	Word: Creating Templates and Forms	PM	103S
29	Word: Preparing & Editing Large Documents	AM	103S
29	OneNote: Basics	PM	103S
30	Windows 7: Using the Operating System	AM	103S
30	Office: Moving to Office 2010	PM	103S

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.

