

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/Human Services Learning Center (STARS/HSLC).

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/HSLC. Training Coordinators without STARS/HSLC access should contact Catherine Klose at cklose@albany.edu or (518) 956-7802 for registration assistance.

OTDA staff should contact their Training Coordinator. Supervisory approval is required.

Microsoft Office courses are listed in STARS/HSLC with the prefix MS:

Class Times

All courses are specified as AM (9am-noon), PM (1-4pm), or Full Day (9am-4pm).

Training Format

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

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.

FEATURED COURSES

Word: Managing Large Word Documents

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

- Inserting section breaks and columns
- Managing document versions
- Inserting bookmarks, footnotes, and endnotes
- Adding hyperlinks
- Inserting Tables of Contents and Figures
- Maintaining text and format consistency

Word: Creating Templates and Forms

This course teaches students how to create basic templates and create/automate forms in Word 2010. Topics include:

- Creating a document based on a template
- Creating a template
- Adding form fields to a document
- Creating and automating a form

Access: Level One – Creating and Managing Databases

This class provides instruction on the database design process and using Access 2010 to create and manage databases. Topics include:

- Identifying the Access interface
- Designing and creating a database
- Establishing table relationships
- Sorting and filtering records
- Querying a database
- Designing forms
- Generating reports

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>.

SYRACUSE TRAINING LAB
200 Elwood Davis Drive Liverpool

Date	Class	Time
14	Outlook: Managing Calendars	PM
15	Access: Basics	AM
15	Access: Queries, Forms, & Reports (Intro)	PM
16	Word: Creating Templates and Forms	AM
16	Word: Managing Large Word Documents	PM
17	Excel: Data Sorting, Charts, Graphs, and Graphics	AM
17	Excel: Using Tables and PivotTables to Analyze Data	PM
18	PowerPoint: Creating a Basic Presentation	AM

NEW YORK CITY TRAINING LAB
80 Maiden Lane Room 423, 424, or 425

Date	Class	Time	Room
3	Word: Level One	Full Day	424
3	Excel: Level One	Full Day	425
7	OneNote: Basics	AM	423
7	Word: Moving to Word 2010	PM	423
8	Outlook: Email Basics	AM	423
8	Outlook: Managing Calendars	PM	423
9	Word: Level Two	Full Day	423
10	Excel: Level Two	Full Day	423
11	PowerPoint: Creating a Basic Presentation	AM	423
14	Word: Creating Templates and Forms	AM	423
14	Word: Managing Large Word Documents	PM	423
15	Windows 7: Using the Operating System	AM	423
15	Moving to Office 2010	PM	423
16	Access: Level One - Creating and Managing Databases	Full Day	423
17	Excel: Level Three	Full Day	423
21	Excel: Basics	PM	423
22	Excel: Working with Formulas & Functions	AM	423
22	Excel: Data Sorting, Charts, Graphs, and Graphics	PM	423
23	Excel: Formatting Worksheets	AM	423
23	Excel: Using Tables and PivotTables to Analyze Data	PM	423
24	Outlook: Email Basics	AM	423
24	Outlook: Managing Calendars	PM	423
25	Visio: Getting Started - Diagrams, Flowcharts, & Organization Charts	AM	423
28	PowerPoint: Creating a Basic Presentation	AM	423
28	Excel: Moving to Excel 2010	PM	423
29	Access: Basics	AM	423
29	Access: Queries, Forms, & Reports (Intro)	PM	423
30	Word: Creating Templates and Forms	AM	423
30	Word: Managing Large Word Documents	PM	423

BATAVIA TRAINING LAB
Genesee DSS 5130 East Main Road Batavia

Date	Class	Time
21	Outlook: Managing Calendars	PM
22	Access: Basics	AM
22	Access: Queries, Forms, & Reports (Intro)	PM
23	Word: Creating Templates and Forms	AM
23	Word: Managing Large Word Documents	PM
24	Excel: Data Sorting, Charts, Graphs, and Graphics	AM
24	Excel: Using Tables and PivotTables to Analyze Data	PM
25	PowerPoint: Creating a Basic Presentation	AM

OCFS CAPITAL VIEW OFFICE PARK
52 Washington Street Rensselaer Room 103 South

Date	Class	Time
1	Word: Level One	Full Day
2	Excel: Level One	Full Day
3	Word: Creating Templates and Forms	AM
3	Word: Managing Large Word Documents	PM
4	Visio: Getting Started - Diagrams, Flowcharts, & Organization Charts	AM
7	Excel: Basics	PM
8	Excel: Working with Formulas & Functions	AM
8	Excel: Data Sorting, Charts, Graphs, and Graphics	PM
9	Excel: Formatting Worksheets	AM
9	Excel: Using Tables and PivotTables to Analyze Data	PM
10	Outlook: Email Basics	AM
10	Outlook: Managing Calendars	PM
11	OneNote: Basics	AM
11	Word: Moving to Word	PM
14	PowerPoint: Creating a Basic Presentation	PM
15	Word: Level Two	Full Day
16	Excel: Level Two	Full Day
17	Access: Basics	AM
17	Access: Queries, Forms, & Reports (Intro)	PM
21	Windows 7: Using the Operating System	AM
21	Moving to Office 2010	PM
22	Outlook: Email Basics	AM
22	Outlook: Managing Calendars	PM
23	Excel: Basics	AM
23	Excel: Working with Formulas & Functions	PM
24	Excel: Data Sorting, Charts, Graphs, and Graphics	AM
24	Excel: Formatting Worksheets	PM
25	Excel: Using Tables and PivotTables to Analyze Data	AM
28	Word: Creating Templates and Forms	AM
28	Word: Managing Large Word Documents	PM
29	Access: Level One - Creating and Managing Databases	Full Day
30	Excel: Level Three	Full Day

Reminder: Training Format

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