

## 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).

### 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).

## NEW COURSE

### ***NYSeMail: 90-Day Email Retention - Using the New Retain and System Cleanup Folders***

This class covers the statewide directive to implement a 90-day email preservation policy for NYSeMail users. You will also learn how to manage your email messages in accordance with the email retention policy. Topics include:

- Understanding the email preservation policy
- Best practices and tips
- Working with the Retain and System Cleanup folders
- Using the Mailbox Cleanup Tool and searching for messages
- Using Conversation View
- Managing messages and attachments

## FEATURED COURSE

### ***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 TRAININGSPACE 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

## 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).

## About LearnLinc

LearnLinc is an online learning environment that provides 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:* for Microsoft Office classes.

## 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    | NYSeMail: 90-Day Email Retention - Using the New Retain and System Cleanup Folders | AM   |
| 1    | Access 2010 - Basics   | PM   |
| 2    | Windows 7 - Using the Operating System   | AM   |
| 2    | Office 2010 - Moving to Office 2010  | PM   |
| 5    | Access 2007 - Basics   | PM   |
| 6    | NYSeMail: 90-Day Email Retention - Using the New Retain and System Cleanup Folders | AM   |
| 6    | PowerPoint 2010 - Creating a Basic Presentation                                    | PM   |
| 7    | Excel 2010 - Basics  | AM   |
| 7    | Excel 2010 - Formulas and Functions  | PM   |
| 8    | Excel 2010 - Charts and Graphics   | AM   |
| 8    | Excel 2010 - Formatting Worksheets   | PM   |
| 9    | NYSeMail: 90-Day Email Retention - Using the New Retain and System Cleanup Folders | AM   |
| 9    | Word 2007 - Templates and Forms  | PM   |
| 12   | Internet Explorer 7 - Making the Internet Work for You                             | PM   |
| 13   | Outlook 2010 - Email Basics  | AM   |
| 13   | Outlook 2010 - Folders and Email Management  | PM   |
| 14   | Outlook 2010 - Managing Calendars  | AM   |
| 14   | NYSeMail: 90-Day Email Retention - Using the New Retain and System Cleanup Folders | PM   |
| 15   | Adobe Reader X - Using PDF Files   | AM   |
| 15   | Word 2010 - Moving to Word 2010  | PM   |
| 16   | Excel 2010 - Moving to Excel 2010  | AM   |
| 19   | NYSeMail: 90-Day Email Retention - Using the New Retain and System Cleanup Folders | PM   |
| 20   | Word 2010 - Creating Templates and Forms   | AM   |
| 20   | PowerPoint 2010 - Creating a Basic Presentation                                    | PM   |
| 21   | Excel 2007 - Basics  | AM   |
| 21   | Excel 2007 - Charts and Graphics   | PM   |
| 22   | NYSeMail: 90-Day Email Retention - Using the New Retain and System Cleanup Folders | PM   |
| 22   | Excel 2007 - Design Considerations & Navigation Techniques                         | AM   |
| 22   | Excel 2007 - Formulas and Functions  | PM   |
| 23   | Outlook 2010 - Moving to Outlook 2010  | AM   |
| 26   | Access 2010 - Basics   | PM   |
| 27   | Excel 2010 - Basics  | AM   |
| 27   | Office 2010 - Moving to Office 2010  | AM   |
| 27   | Excel 2010 - Formulas and Functions  | PM   |
| 27   | Windows 7 - Using the Operating System   | PM   |
| 27   | NYSeMail: 90-Day Email Retention - Using the New Retain and System Cleanup Folders | PM   |
| 28   | Excel 2010 - Charts and Graphics   | AM   |
| 28   | Outlook 2007 - Email Basics  | AM   |
| 28   | Excel 2010 - Formatting Worksheets   | PM   |
| 28   | Outlook 2007 - Folders and Email Management  | PM   |
| 29   | Outlook 2007 - Calendars   | AM   |
| 29   | Outlook 2007 - Contacts and Distribution Lists                                     | PM   |