

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. 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), PM (1-4pm), or Full Day (9am-4pm).

Training Format

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

FEATURED COURSES

Word 2010: Level Two - Working with Complex Documents

This class provides instruction on using some of the more advanced features in Word 2010 to create and work with more complex documents. Topics include:

- Sorting, renumbering, and customizing lists
- Customizing tables and inserting charts
- Creating, modifying, and applying styles and themes
- Modifying pictures and inserting screenshots
- Controlling the flow of text in a document
- Creating templates
- Using the mail merge feature

Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts

This class provides instruction on using Visio 2010 to create diagrams, add shapes and text, build flowcharts, and create organization charts. Topics include:

- Exploring the Visio interface
- Creating diagrams
- Adding shapes to a diagram
- Adding and formatting text
- Formatting shapes
- Creating flowcharts
- Creating and modifying organization charts

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.

SYRACUSE TRAINING LAB
200 Elwood Davis Drive Liverpool

Date	Course	Time
16	OneNote: Basics	PM
17	Word: Level Two	Full day
19	Outlook: Folders and Email Management	AM
19	Outlook: Managing Calendars	PM
20	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM

BATAVIA TRAINING LAB
Genesee DSS 5130 East Main Road Batavia

Date	Course	Time
16	OneNote: Basics	PM
17	Word: Level Two	Full day
18	Excel: Level One	Full day
19	Outlook: Folders and Email Management	AM
19	Outlook: Managing Calendars	PM
20	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM

NEW YORK CITY TRAINING LAB
80 Maiden Lane Room 423, 424, 425, 2303, or 2350

Date	Course	Time	Room
2	Excel: Basics	AM	423
4	Excel: Working with Formulas & Functions	AM	423
4	Excel: Data Sorting, Charts, & Graphics	PM	423
10	Excel: Formatting Worksheets	AM	423
10	Excel: Using Tables & PivotTables to Analyze Data	PM	423
11	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM	2350
12	Word: Level Two	Full Day	2303
13	OneNote: Basics	AM	423
17	Access: Basics	AM	424
18	Access: Queries, Forms, & Reports (Intro)	AM	424
20	Outlook: Email Basics	AM	425
20	Outlook: Folders and Email Management	PM	425

OCFS CAPITAL VIEW OFFICE PARK
52 Washington Street Rensselaer 103S

Date	Course	Time
4	Excel: Basics	AM
4	Excel: Working with Formulas & Functions	PM
5	Excel: Data Sorting, Charts, & Graphics	AM
5	Excel: Formatting Worksheets	PM
6	Excel: Using Tables & PivotTables to Analyze Data	AM
9	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	PM
10	Word: Level One	Full Day
11	Excel: Level One	Full Day
12	SFS: Processing Purchase Orders	AM
12	SFS: Travel and Expenses	PM
16	PowerPoint: Creating a Basic Presentation	PM
17	Word: Level Two	Full Day
18	Excel: Level Two	Full Day
19	Outlook: Folders and Email Management	AM
20	Outlook: Managing Calendars	AM
30	OneNote: Basics	PM

