

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 (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.

FEATURED LEARNING COURSES

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

Excel 2010 - Charts and Graphics

The purpose of this course is to explore the charting and graphics features of Microsoft Excel 2010. Topics include:

- Creating and modifying charts
- Creating Sparklines
- Working with graphic objects
- Using the Excel 2010 help menu

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.

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
2	Access 2010 - Basics	PM
3	Excel 2010 - Basics	AM
3	Excel 2010 - Formulas and Functions	PM
4	Excel 2010 - Charts and Graphics	AM
4	Excel 2010 - Formatting Worksheets	PM
5	NYSeMail: 90-Day Email Retention - Using the New Retain and System Cleanup Folders	AM
5	PowerPoint 2010 - Creating a Basic Presentation	PM
6	Word 2010 - Creating Templates and Forms	PM
9	Word 2010 - Moving to Word 2010	AM
10	Office 2010 - Moving to Office 2010	AM
10	Windows 7 - Using the Operating System	PM
11	Excel 2007 - Basics	AM
11	Excel 2007 - Formulas and Functions	PM
12	Excel 2007 - Charts and Graphics	AM
12	Excel 2007 - Design Considerations & Navigation Techniques	PM
16	Outlook 2010 - Email Basics	PM
17	Outlook 2010 - Folders and Email Management	AM
17	Outlook 2010 - Managing Calendars	PM
18	CCFS - Special Topics: Fingerprint Waivers and Mass Expungements	AM
18	CCFS - Managing CCFS Reports Using Excel 2010	PM
19	CCFS - Using Help Topics	AM
19	Excel 2010 - Basics	PM
20	Excel 2010 - Formulas and Functions	AM
23	Excel 2010 - Charts and Graphics	PM
26	Excel 2010 - Formatting Worksheets	PM
27	Access 2007 - Basics	AM
30	NYSeMail: 90-Day Email Retention - Using the New Retain and System Cleanup Folders	PM