

### 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](http://www.trainingspace.org/materials/ctscatalog/PDP_Computer_Training_Services_Course_Catalog.pdf).

**NEW COURSE**

*Outlook 2010: Managing Calendars*

This class teaches students how to use the calendar features of Outlook 2010. Topics include:

- Accessing calendar views
- Creating appointments
- Scheduling individual and recurring meetings
- Sharing and adding calendars

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

Date	Course	Time	Room
4	Making the Internet Work for You (IE7)	AM	423
5	Excel: Basics	AM	2302
5	Excel: Working with Formulas & Functions	PM	2302
6	Word: Creating Templates and Forms	AM	2302
7	Excel: Data Sorting, Charts, Graphs, & Graphics	AM	2302
7	Excel: Formatting Worksheets	PM	2302
8	Access: Basics	AM	2302
8	Access: Queries, Forms, & Reports (Intro)	PM	2302
11	PowerPoint: Creating a Basic Presentation	AM	423
12	Outlook: Managing Calendars	AM	423
12	Outlook: Folders and Email Management	PM	423
13	Excel: Moving to Excel 2010	AM	423
14	Office: Moving to Office 2010	AM	423
14	Outlook: Moving to Outlook 2010	AM	2302
14	Windows 7: Using the Operating System	PM	423
14	Word: Moving to Word 2010	PM	2302
15	Word: Creating Templates and Forms	PM	423
19	Excel: Basics	AM	423
19	Excel: Working with Formulas & Functions	PM	423
20	Word: Moving to Word 2010	AM	2302
21	Outlook: Moving to Outlook 2010	AM	423
21	Excel: Data Sorting, Charts, Graphs, & Graphics	AM	2302
21	Excel: Moving to Excel 2010	PM	423
21	Excel: Formatting Worksheets	PM	2302
22	PowerPoint: Creating a Basic Presentation	AM	423
22	Making the Internet Work for You (IE7)	PM	423
25	Access: Basics	AM	423
26	Windows 7: Using the Operating System	AM	423
26	Office: Moving to Office 2010	PM	423
27	Access: Queries, Forms, & Reports (Intro)	AM	423
28	Outlook: Managing Calendars	AM	2302
28	Outlook: Folders and Email Management	PM	2302

**SYRACUSE TRAINING LAB**  
200 Elwood Davis Drive Liverpool

Date	Course	Time
19	Office: Moving to Office 2010	AM
19	Windows 7: Using the Operating System	PM
20	Outlook: Managing Calendars	AM
20	Outlook: Folders and Email Management	PM
21	Access: Basics	AM
21	Access: Queries, Forms, & Reports (Intro)	PM
22	PowerPoint: Creating a Basic Presentation	AM

**BATAVIA TRAINING LAB**  
Genesee DSS 5130 East Main Road

Date	Course	Time
25	PowerPoint: Creating a Basic Presentation	PM
26	Office: Moving to Office 2010	AM
26	Windows 7: Using the Operating System	PM
27	Outlook: Managing Calendars	AM
27	Outlook: Folders and Email Management	PM
28	Access: Basics	AM
28	Access: Queries, Forms, & Reports (Intro)	PM

**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).

**OCFS CAPITAL VIEW OFFICE PARK**  
52 Washington Street Rensselaer  
Room 223 North or 103 South

Date	Course	Time	Room
4	Windows 7: Using the Operating System	PM	103S
5	Outlook: Managing Calendars	AM	103S
5	Excel: Basics	AM	223N
5	Excel: Working with Formulas & Functions	PM	223N
6	Outlook: Moving to Outlook 2010	AM	103S
6	Word: Moving to Word 2010	PM	103S
7	Excel: Moving to Excel 2010	AM	103S
7	Access: Basics	AM	223N
7	Access: Queries, Forms, & Reports (Intro)	PM	103S
7	PowerPoint: Creating a Basic Presentation	PM	223N
8	Making the Internet Work for You (IE7)	AM	103S
11	Word: Creating Templates and Forms	PM	103S
12	Office: Moving to Office 2010	PM	223N
13	SFS: Processing Purchase Orders (PO220)	AM	103S
13	SFS: Travel and Expenses (TE205)	PM	103S
14	Word: Moving to Word 2010	AM	103S
14	Excel: Data Sorting, Charts, & Graphics	AM	223N
14	Access: Basics	PM	103S
14	Excel: Formatting Worksheets	PM	223N
15	Outlook: Folders and Email Management	AM	103S
15	Outlook: Managing Calendars	PM	103S
19	Access: Queries, Forms, & Reports (Intro)	AM	103S
20	Office: Moving to Office 2010	AM	103S
20	Windows 7: Using the Operating System	PM	103S
21	Outlook: Managing Calendars	AM	103S
21	Excel: Moving to Excel 2010	PM	103S
22	Outlook: Moving to Outlook 2010	AM	103S
25	Word: Moving to Word 2010	AM	103S
25	PowerPoint: Creating a Basic Presentation	PM	103S
26	SFS: Processing Purchase Orders (PO220)	AM	103S
26	Word: Creating Templates and Forms	AM	223N
26	SFS: Travel and Expenses (TE205)	PM	103S
27	Excel: Basics	AM	223N
27	Excel: Working with Formulas & Functions	PM	223N
28	Outlook: Managing Calendars	AM	103S
28	Excel: Data Sorting, Charts, & Graphics	AM	223N
28	Outlook: Folders and Email Management	PM	103S
28	Excel: Formatting Worksheets	PM	223N

