

### 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 (OCFS)/Bureau of Training and Development (BTD) and the NYS Office of Temporary and Disability Assistance (OTDA)/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](mailto: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*:

### FEATURED COURSES

#### Word 2010: Preparing and Editing Large Documents

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

- Creating a style and maintaining text and format consistency
- Inserting section breaks and columns
- Reviewing and comparing documents
- Inserting bookmarks, footnotes, endnotes, and hyperlinks
- Inserting Tables of Contents and Figures
- Creating a master document

#### Word 2010: 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

### 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).

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

Date	Class	Time
21	Excel: Data Sorting, Charts, Graphs, & Graphics	PM
22	OneNote: Basics	AM
22	Visio: Getting Started - Diagrams, Flowcharts, & Organization Charts	PM
23	Word: Creating Templates and Forms	AM
23	Word: Preparing and Editing Large Documents	PM
24	Outlook: Email Basics	AM
24	Outlook: Managing Calendars	PM
25	Excel: Using Tables and PivotTables to Analyze Data	AM

#### BATAVIA TRAINING LAB Genesee DSS 5130 East Main Road Batavia

Date	Class	Time
21	Excel: Data Sorting, Charts, Graphs, & Graphics	PM
22	OneNote: Basics	AM
22	Visio: Getting Started - Diagrams, Flowcharts, & Organization Charts	PM
23	Word: Creating Templates and Forms	AM
23	Word: Preparing and Editing Large Documents	PM
24	Outlook: Email Basics	AM
24	Outlook: Managing Calendars	PM
25	Excel: Using Tables and PivotTables to Analyze Data	AM

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

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

**Training Format**

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

**Class Times**

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

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

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