

## 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/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*.

### 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.

### 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).

## FEATURED COURSES

### Excel: Level Three

This advanced class provides instruction on working with various Excel 2010 tools to automate Excel tasks, apply advanced analysis techniques, troubleshoot errors, and collaborate on worksheets.

Topics include:

- Creating and editing macros
- Collaborating with other Excel users
- Auditing worksheets
- Analyzing data
- Working with multiple workbooks
- Exporting data

### 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

### PowerPoint: Creating a Basic PowerPoint Presentation

This virtual class teaches students how to create and deliver a basic PowerPoint 2010 presentation. Topics include:

- Exploring the PowerPoint 2010 environment
- Creating and viewing a presentation
- Formatting text on slides
- Delivering a presentation
- Printing a presentation
- Using the PowerPoint 2010 Help feature

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

Date	Class	Time
23	PowerPoint: Creating a Basic Presentation	PM
24	Word: Level Two	Full Day
26	Excel: Level Three	Full Day
27	OneNote: Basics	AM

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

Date	Class	Time
23	PowerPoint: Creating a Basic Presentation	PM
24	Word: Level Two	Full Day
25	Excel: Level Three	Full Day
26	Access: Basics	AM
26	Access: Queries, Forms, & Reports (Intro)	PM
27	OneNote: Basics	AM

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

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

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

Date	Class	Time
16	Excel: Basics	PM
17	Excel: Working with Formulas & Functions	AM
17	Excel: Data Sorting, Charts, Graphs, & Graphics	PM
18	Excel: Formatting Worksheets	AM
18	Excel: Using Tables and PivotTables to Analyze Data	PM
19	Outlook: Email Basics	AM
19	Outlook: Managing Calendars	PM
20	PowerPoint: Creating a Basic Presentation	AM
23	Visio: Getting Started - Diagrams, Flowcharts, & Organization Charts	PM
24	Word: Level Two	Full Day
25	Excel: Level Three	Full Day
26	Windows 7: Using the Operating System	AM
26	Moving to Office 2010	PM
27	OneNote: Basics	AM

**Reminder: Training Format**

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