

### Training News

**NEW YORK CITY TRAINING LAB  
80 MAIDEN LANE ROOM 423**

#### 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.

#### 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>.

Date	Class	Time
1	Visio: Getting Started - Diagrams, Flowcharts, & Organization Charts	AM
1	OneNote: Basics	PM
2	PowerPoint: Creating a Basic Presentation	AM
5	Windows 7: Using the Operating System	AM
5	Moving to Office 2010	PM
6	Word: Level One	Full Day
7	Excel: Level One	Full Day
8	Access: Level One - Creating and Managing Databases	Full Day
12	Outlook: Managing Calendars	PM
13	Excel: Basics	AM
13	Excel: Working with Formulas & Functions	PM
14	Excel: Data Sorting, Charts, Graphs, and Graphics	AM
15	Excel: Formatting Worksheets	AM
15	Excel: Using Tables and PivotTables to Analyze Data	PM
19	Word: Creating Templates and Forms	AM
19	Word: Managing Large Word Documents	PM
20	Word: Level Two	Full Day
21	Excel: Level Two	Full Day
22	Windows 7: Using the Operating System	AM
22	Moving to Office 2010	PM
27	Outlook: Email Basics	AM
27	Outlook: Managing Calendars	PM
28	Excel: Level Three	Full Day
29	Access: Basics	AM
29	Access: Queries, Forms, & Reports (Introduction)	PM
30	OneNote: Basics	AM
30	Visio: Getting Started - Diagrams, Flowcharts, & Organization Charts	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).

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

Date	Class	Time
5	OneNote: Basics	PM
7	Excel: Level One	Full Day
8	Word: Level One	Full Day
9	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM

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

Date	Class	Time
5	OneNote: Basics	PM
6	Excel: Level One	Full Day
7	Word: Level One	Full Day
8	Outlook: Email Basics	AM
8	Outlook: Managing Calendars	PM
9	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM

Date

**Reminder: Training Format**

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

