

## 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), PM (1-4pm), or Full Day (9am-4pm).

### Training Format

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

## NEW COURSE

### 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

## FEATURED COURSE

### Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts

This class provides instruction on using Visio 2010 to create diagrams, add shapes and text, build flowcharts, and create organization charts. Topics include:

- Exploring the Visio interface
- Creating diagrams
- Adding shapes to a diagram
- Adding and formatting text
- Formatting shapes
- Creating flowcharts
- Creating and modifying organization charts

## 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>, and is also available via TrainingSpace at <http://www.trainingspace.org/materials/ctscatalog/default.cfm>.

## 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	Course	Time
14	Excel: Basics	AM
14	Excel: Working with Formulas & Functions	PM
15	Excel: Data Sorting, Charts, & Graphics	AM
18	Outlook: Folders and Email Management	PM
19	OneNote: Basics	AM
19	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	PM

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

Date	Course	Time
6	Excel: Basics	AM
7	Excel: Working with Formulas & Functions	AM
7	Excel: Data Sorting, Charts, & Graphics	PM
8	Excel: Formatting Worksheets	AM
8	Excel: Using Tables & PivotTables to Analyze Data	PM
12	Word: Level One	Full Day
13	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM
15	Excel: Level One	Full Day
18	Word: Creating Templates and Forms	AM
21	Outlook: Email Basics	AM
21	Outlook: Folders and Email Management	PM
22	Excel: Level Two	Full Day
25	OneNote: Basics	AM
25	PowerPoint: Creating a Basic Presentation	PM
26	Word: Level Two	Full Day

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

Date	Course	Time
18	Access: Basics	PM
19	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM
19	OneNote: Basics	PM
20	Excel: Basics	AM
20	Excel: Working with Formulas & Functions	PM
21	Excel: Data Sorting, Charts, & Graphics	AM
21	Excel: Formatting Worksheets	PM
22	Excel: Using Tables & PivotTables to Analyze Data	AM

**OCFS CAPITAL VIEW OFFICE PARK  
52 Washington Street Rensselaer 103S**

Date	Course	Time
4	Excel: Basics	PM
5	Excel: Working with Formulas & Functions	AM
5	Excel: Data Sorting, Charts, & Graphics	PM
6	Excel: Formatting Worksheets	AM
6	Excel: Using Tables & PivotTables to Analyze Data	PM
7	Word: Level One	Full Day
8	OneNote: Basics	AM
12	Outlook: Email Basics	AM
12	Outlook: Folders and Email Management	PM
13	Outlook: Managing Calendars	AM
13	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	PM
14	Word: Level Two	Full Day
15	Access: Basics	AM
15	Access: Queries, Forms, & Reports (Intro)	PM

