

### 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.

### FEATURED COURSES

#### 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

#### Excel 2010: Using Tables and PivotTables to Analyze Data

This advanced class is designed to teach students how to dynamically analyze large amounts of data in an Excel 2010 spreadsheet. Topics include:

- Creating, modifying, and formatting tables
- Sorting and filtering data
- Using functions to calculate data
- Creating a PivotTable report
- Filtering data using slicers
- Analyzing data using PivotCharts

### 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

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

Date	Course	Time	Date	Course	Time
21	PowerPoint: Creating a Basic Presentation	PM	21	PowerPoint: Creating a Basic Presentation	PM
22	Excel: Data Sorting, Charts, & Graphics	AM	22	Excel: Data Sorting, Charts, & Graphics	AM
22	Excel: Using Tables & PivotTables to Analyze Data	PM	22	Excel: Using Tables & PivotTables to Analyze Data	PM
23	OneNote: Basics	AM	23	OneNote: Basics	AM
23	Outlook: Folders and Email Management	PM	23	Outlook: Folders and Email Management	PM
24	Access: Basics	AM	24	Access: Basics	AM
24	Access: Queries, Forms, & Reports (Intro)	PM	24	Access: Queries, Forms, & Reports (Intro)	PM
25	Word: Preparing & Editing Large Documents	AM	25	Word: Preparing & Editing Large Documents	AM

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

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

Date	Course	Time	Date	Course	Time
1	Access: Level One - Creating and Managing Databases	Full Day	15	Outlook: Email Basics	AM
2	Excel: Data Sorting, Charts, & Graphics	AM	15	Outlook: Folders and Email Management	PM
3	Excel: Formatting Worksheets	AM	16	Outlook: Managing Calendars	AM
3	Excel: Using Tables & PivotTables to Analyze Data	PM	16	PowerPoint: Creating a Basic Presentation	PM
4	Windows 7: Using the Operating System	AM	17	Excel: Level One	Full Day
4	Office: Moving to Office 2010	PM	18	Access: Basics	AM
7	Outlook: Email Basics	AM	18	Access: Queries, Forms, & Reports (Intro)	PM
8	Outlook: Folders and Email Management	AM	21	Word: Creating Templates and Forms	AM
8	Outlook: Managing Calendars	PM	21	OneNote: Basics	PM
9	PowerPoint: Creating a Basic Presentation	AM	22	SFS: Processing Purchase Orders	AM
15	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM	22	SFS: Travel and Expenses	PM
15	OneNote: Basics	PM	23	Excel: Basics	AM
17	Excel: Level One	Full Day	23	Excel: Working with Formulas & Functions	PM
21	Excel: Basics	AM	24	Excel: Data Sorting, Charts, & Graphics	AM
21	Excel: Working with Formulas & Functions	PM	24	Excel: Formatting Worksheets	PM
22	Excel: Data Sorting, Charts, & Graphics	AM	25	Excel: Using Tables & PivotTables to Analyze Data	AM
22	Excel: Formatting Worksheets	PM	25	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	PM
23	Excel: Using Tables & PivotTables to Analyze Data	AM			
23	SFS: Processing Purchase Orders	PM			
24	SFS: Travel and Expenses	AM			
24	PowerPoint: Creating a Basic Presentation	PM			
25	Word: Creating Templates and Forms	AM			
25	Word: Preparing & Editing Large Documents	PM			
28	Access: Basics	AM			
28	Access: Queries, Forms, & Reports (Intro)	PM			
29	OneNote: Basics	AM			
29	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	PM			
30	Office: Moving to Office 2010	AM			
30	Windows 7: Using the Operating System	PM			
31	Excel: Level Two	Full Day			



**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>.