

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

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

FEATURED COURSE

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.

SYRACUSE TRAINING LAB
200 Elwood Davis Drive Liverpool

BATAVIA TRAINING LAB
Genesee DSS 5130 East Main Road Batavia

Date	Course	Time	Date	Course	Time
23	Excel: Basics	PM	23	Excel: Basics	PM
24	Excel: Working with Formulas & Functions	AM	24	Excel: Working with Formulas & Functions	AM
24	Excel: Data Sorting, Charts, & Graphics	PM	24	Excel: Data Sorting, Charts, & Graphics	PM
25	Excel: Formatting Worksheets	AM	25	Excel: Formatting Worksheets	AM
25	Excel: Using Tables & PivotTables to Analyze Data	PM	25	Excel: Using Tables & PivotTables to Analyze Data	PM
26	Word: Creating Templates and Forms	AM	26	Word: Creating Templates and Forms	AM
26	Word: Preparing & Editing Large Documents	PM	26	Word: Preparing & Editing Large Documents	PM
27	OneNote: Basics	AM	27	OneNote: Basics	AM

NEW YORK CITY TRAINING LAB
80 Maiden Lane Room 423

OCFS CAPITAL VIEW OFFICE PARK
52 Washington Street Rensselaer 103S or 223N

Date	Course	Time	Date	Course	Time	Room
4	Excel: Basics	AM	4	Excel: Basics	AM	103S
4	Excel: Working with Formulas & Functions	PM	4	Excel: Working with Formulas & Functions	PM	103S
5	Excel: Data Sorting, Charts, & Graphics	AM	5	Excel: Data Sorting, Charts, & Graphics	AM	103S
5	Excel: Formatting Worksheets	PM	5	Excel: Formatting Worksheets	PM	103S
6	Excel: Using Tables & PivotTables to Analyze Data	AM	6	Excel: Using Tables & PivotTables to Analyze Data	AM	103S
6	Word: Moving to Word 2010	PM	9	Windows 7: Using the Operating System	AM	103S
9	Windows 7: Using the Operating System	AM	9	Office: Moving to Office 2010	PM	103S
9	Office: Moving to Office 2010	PM	10	OneNote: Basics	AM	103S
10	Excel: Level One	Full Day	10	Access: Basics	AM	223N
11	Outlook: Email Basics	AM	10	Access: Queries, Forms, & Reports (Intro)	PM	103S
11	Outlook: Folders and Email Management	PM	10	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	PM	223N
12	Outlook: Managing Calendars	AM	11	Outlook: Email Basics	AM	103S
12	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	PM	11	Outlook: Folders and Email Management	PM	103S
13	Making the Internet Work for You (IE7)	PM	12	Outlook: Managing Calendars	AM	103S
16	Excel: Using Tables & PivotTables to Analyze Data	AM	12	PowerPoint: Creating a Basic Presentation	PM	103S
16	OneNote: Basics	PM	13	Excel: Moving to Excel 2010	AM	103S
17	Excel: Level Two	Full Day	16	Word: Creating Templates and Forms	AM	103S
18	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM	16	Word: Preparing & Editing Large Documents	PM	103S
18	SFS: Processing Purchase Orders	PM	17	Excel: Basics	AM	103S
19	SFS: Travel and Expenses	AM	17	Excel: Working with Formulas & Functions	PM	103S
19	PowerPoint: Creating a Basic Presentation	PM	18	Excel: Data Sorting, Charts, & Graphics	AM	103S
20	Windows 7: Using the Operating System	AM	18	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM	223N
20	Office: Moving to Office 2010	PM	18	Excel: Formatting Worksheets	PM	103S
23	Access: Basics	AM	18	Outlook: Moving to Outlook 2010	PM	223N
23	Access: Queries, Forms, & Reports (Intro)	PM	19	Excel: Using Tables & PivotTables to Analyze Data	AM	103S
24	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM	19	OneNote: Basics	PM	103S
24	Excel: Basics	PM	23	Making the Internet Work for You (IE7)	PM	103S
25	Excel: Working with Formulas & Functions	AM	24	Word: Creating Templates and Forms	AM	103S
25	Excel: Data Sorting, Charts, & Graphics	PM	24	Excel: Using Tables & PivotTables to Analyze Data	PM	103S
26	Excel: Formatting Worksheets	AM	25	Windows 7: Using the Operating System	AM	103S
26	Excel: Using Tables & PivotTables to Analyze Data	PM	25	Office: Moving to Office 2010	PM	103S
27	OneNote: Basics	AM	26	SFS: Processing Purchase Orders	AM	103S
27	Outlook: Moving to Outlook 2010	PM	26	Word: Moving to Word 2010	AM	223N
30	Word: Creating Templates and Forms	AM	26	SFS: Travel and Expenses	PM	103S
30	Word: Preparing & Editing Large Documents	PM	26	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	PM	223N
			27	Outlook: Moving to Outlook 2010	AM	103S
			27	Excel: Moving to Excel 2010	PM	103S

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>.