PDP DEPARTMENT OF COMPUTER TRAINING SERVICES

Training News

SEPTEMBER ONLINE TRAINING

DISTANCE LEARNING COURSES OFFERED IN SEPTEMBER 2014

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 (OCFS)/ Bureau of Training and Development (BTD) and the NYS Office of Temporary and Disability Assistance (OTDA)/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** or (518) 956-7802 for registration assistance. Supervisory approval is required.

OTDA staff should contact their Training Coordinator. Supervisory approval is required.

Courses are listed in STARS/HSLC and on the BTD website with the prefix *LL:* or *LL: MS* if the course is a Microsoft Office class.

Class Times

All courses are specified as AM (10AM - noon) or PM (1:30-3:30PM).

FEATURED LEARNLINC COURSES

Adobe Reader X – Using PDF Files

This virtual class demonstrates the benefits of Adobe Reader X and explains basic PDF file concepts. Topics include:

- Introduction to the Adobe Reader X window
- Reviewing the Adobe Reader X toolbars
- Formatting messages
- Browsing a PDF document and viewing a file
- Finding and searching text
- Using the navigation pane
- Using thumbnails and bookmarks

Excel 2010 – Charts and Graphics

This virtual class explores the charting and graphics features of Microsoft Excel 2010. Topics include:

- Creating and modifying charts
- Creating Sparklines
- Working with graphic objects
- Using the Excel 2010 Help feature

FEATURED TRAININGSPACE COURSE

Moving to Office 2010

This computer-based training course on TrainingSpace explores Microsoft Office 2010 and allows students to become familiar with the new environment and updated features in the Office 2010 application suite. Students can proceed through the training at their own pace. There are numerous demonstrations and an opportunity for hands-on practice. Topics include:

- Exploring and Customizing the Office 2010 Environment
  - File Tab, Backstage View, and the Ribbon
- Enabling and Using the Outlook 2010 Conversation View
- Examining New Features in Word and Excel 2010
  - Print Preview, Live Preview, and the Word Navigation Pane
- Exploring OneNote 2010

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 Catherine Klose at 518-956-7802 or **cklose@albany.edu**.

About LearnLinc

LearnLinc is an online learning environment that provides training through iLinc, and is available through the Internet and the HSEN Intranet. Participants use a browser to access the iLinc Communications Center at the OCFS BTD website at **http://www.ocfs.state.ny.us/ohrd/learnlinc**.

From this site, participants "join" a class; this launches the LearnLinc classroom interface. The software provides students with an interactive learning experience that allows them to communicate with the instructor and other class participants in "real time" without leaving their desks.

All interested trainees must attend the *Introduction to iLinc* course prior to registering for a content course. This course runs approximately 60 minutes, and will help trainees become familiar with the LearnLinc interface and the operation of different tools. Introduction to iLinc classes are offered every Tuesday morning and Thursday afternoon.

LearnLinc courses are listed in STARS/HSLC and on the BTD website with the prefix *LL:* or *LL: MS:* for Microsoft Office classes.

About TrainingSpace

TrainingSpace is an online training resource that offers a variety of asynchronous, interactive, web-based courses designed to assist staff in their job tasks, and complement other training programs. TrainingSpace courses allow you to learn at your own pace and review when necessary.

Pre-registration for TrainingSpace courses is required through STARS/HSLC. Please see the *How Do I Register?* section above. Once registered, you can access these courses via TrainingSpace at **http://www.trainingspace.org**. Access to TrainingSpace is achieved through a Directory Services account (LDAP account), which is different than your New York State Human Services Enterprise Network (HSEN) account. If you do not have a Directory Services account or have questions about your Directory Services account, contact your district/agency's LAN Administrator or the New York State Enterprise Help Desk (1-800-697-1323).

TrainingSpace courses are listed in STARS/HSLC and on the BTD website with the prefix *TS:* or *TS: MS:* if the course is a Microsoft Office class.

LEARNLINC CLASS SCHEDULE

Date	Course	Time
2	Excel 2010 - Basics	AM
2	Excel 2010 - Formulas and Functions	PM
3	Excel 2010 - Formatting Worksheets	AM
3	Outlook 2010 - Email Basics	PM
4	Excel 2010 - Charts and Graphics	AM
4	Access 2010 - Basics	PM
8	PowerPoint 2010 - Creating a Basic Presentation	PM
9	Excel 2010 - Using Tables and PivotTables	AM
9	Outlook 2010 - Managing Calendars	PM
10	Office 2010 - Moving to Office 2010	AM
10	Windows 7 - Using the Operating System	PM
11	Excel 2010 - Moving to Excel 2010	AM
11	Adobe Reader X - Using PDF Files	PM
12	Word 2010 - Moving to Word 2010	AM
15	Outlook 2010 - Moving to Outlook 2010	PM
16	Access 2010 - Basics	AM
16	Excel 2010 - Basics	PM
17	Excel 2010 - Formulas and Functions	AM
17	Excel 2010 - Charts and Graphics	PM
18	Excel 2010 - Formatting Worksheets	AM
18	Excel 2010 - Using Tables and PivotTables	PM
19	Outlook 2010 - Email Basics	AM
22	Outlook 2010 - Managing Calendars	PM
23	Windows 7 - Using the Operating System	AM
23	Office 2010 - Moving to Office 2010	PM
24	PowerPoint 2010 - Creating a Basic Presentation	AM
24	Word 2010: Creating Templates and Forms	PM
25	Adobe Reader X - Using PDF Files	AM
25	Excel 2010 - Moving to Excel 2010	PM
26	Excel 2010 - Basic	AM
29	Word 2010 - Moving to Word 2010	PM
30	Excel 2010 - Formulas and Functions	AM
30	Excel 2010 - Charts and Graphics	PM