

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 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 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/HSLC 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

Word 2010: Creating Templates and Forms

This course teaches students how to create basic templates and create/automate forms in Word 2010. Topics include:

- Creating a document based on a template
- Creating a template
- Adding form fields to a document
- Creating and automating a form

Word 2010: Preparing and Editing Large Documents

This advanced course teaches students how to work with large documents and reports in Word 2010. Topics include:

- Creating a style and maintaining text and format consistency
- Inserting section breaks and columns
- Reviewing and comparing documents
- Inserting bookmarks, footnotes, endnotes, and hyperlinks
- Inserting Tables of Contents and Figures
- Creating a master document

PowerPoint 2010: Creating a Basic PowerPoint Presentation

This class teaches students how to create and deliver basic PowerPoint 2010 presentations. Topics include:

- Getting started with PowerPoint 2010
- Viewing and saving presentations
- Creating and editing a basic presentation
- Printing a presentation
- Delivering a presentation

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.

SYRACUSE TRAINING LAB
200 Elwood Davis Drive Liverpool

BATAVIA TRAINING LAB
Genesee DSS 5130 East Main Road Batavia

| Date | Class | Time |
|------|---|------|
| 18 | Excel: Basics | AM |
| 18 | Excel: Working with Formulas & Functions | PM |
| 19 | Excel: Data Sorting, Charts, & Graphics | AM |
| 19 | Excel: Formatting Worksheets | PM |
| 20 | Excel: Using Tables & PivotTables to Analyze Data | AM |
| 20 | Word: Creating Templates and Forms | PM |
| 21 | PowerPoint: Creating a Basic Presentation | AM |

| Date | Class | Time |
|------|---|------|
| 24 | Excel: Basics | PM |
| 25 | Excel: Working with Formulas & Functions | AM |
| 25 | Excel: Data Sorting, Charts, & Graphics | PM |
| 26 | Excel: Formatting Worksheets | AM |
| 26 | Excel: Using Tables & PivotTables to Analyze Data | PM |
| 27 | Word: Creating Templates and Forms | AM |
| 27 | Word: Preparing & Editing Large Documents | PM |
| 28 | PowerPoint: Creating a Basic Presentation | AM |

NEW YORK CITY TRAINING LAB
80 Maiden Lane Room 423 or 424

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

| Date | Class | Time | Room |
|------|---|----------|------|
| 3 | Excel: Basics | PM | 423 |
| 4 | Excel: Working with Formulas & Functions | AM | 423 |
| 4 | Excel: Data Sorting, Charts, & Graphics | PM | 423 |
| 5 | Excel: Formatting Worksheets | AM | 423 |
| 5 | Excel: Using Tables & PivotTables to Analyze Data | PM | 423 |
| 6 | Windows 7: Using the Operating System | AM | 423 |
| 6 | Office: Moving to Office 2010 | PM | 423 |
| 7 | PowerPoint: Creating a Basic Presentation | AM | 423 |
| 10 | OneNote: Basics | PM | 423 |
| 11 | Excel: Level One | Full Day | 423 |
| 12 | Word: Level One | Full Day | 423 |
| 13 | Outlook: Email Basics | AM | 423 |
| 13 | Outlook: Folders and Email Management | PM | 423 |
| 14 | Outlook: Managing Calendars | AM | 423 |
| 18 | Word: Creating Templates and Forms | AM | 423 |
| 18 | Word: Preparing & Editing Large Documents | PM | 423 |
| 19 | Excel: Basics | AM | 423 |
| 19 | Excel: Working with Formulas & Functions | PM | 423 |
| 19 | SFS: Processing Purchase Orders | PM | 424 |
| 20 | SFS: Travel and Expenses | AM | 424 |
| 20 | Excel: Data Sorting, Charts, & Graphics | AM | 423 |
| 20 | Excel: Formatting Worksheets | PM | 423 |
| 21 | Excel: Using Tables & PivotTables to Analyze Data | AM | 423 |
| 24 | Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts | PM | 423 |
| 25 | Excel: Level Two | Full Day | 423 |
| 26 | Word: Level Two | Full Day | 423 |
| 27 | Office: Moving to Office 2010 | AM | 423 |
| 27 | Windows 7: Using the Operating System | PM | 423 |
| 28 | Access: Basics | AM | 423 |
| 28 | Access: Queries, Forms, & Reports (Intro) | PM | 423 |

| Date | Class | Time |
|------|---|----------|
| 3 | Outlook: Email Basics | PM |
| 4 | Outlook: Folders and Email Management | AM |
| 4 | Outlook: Managing Calendars | PM |
| 5 | Excel: Level One | Full Day |
| 6 | Word: Level One | Full Day |
| 7 | PowerPoint: Creating a Basic Presentation | AM |
| 10 | Excel: Basics | PM |
| 11 | Excel: Working with Formulas & Functions | AM |
| 11 | Excel: Data Sorting, Charts, & Graphics | PM |
| 12 | Excel: Formatting Worksheets | AM |
| 12 | Excel: Using Tables & PivotTables to Analyze Data | PM |
| 13 | SFS: Processing Purchase Orders | AM |
| 13 | SFS: Travel and Expenses | PM |
| 14 | Word: Creating Templates and Forms | AM |
| 14 | Word: Preparing & Editing Large Documents | PM |
| 18 | OneNote: Basics | AM |
| 18 | Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts | PM |
| 19 | Excel: Level Two | Full Day |
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