

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: 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

Excel 2010: Level Two

This class provides instruction on working with various Excel 2010 tools to analyze data in worksheets. It also covers organizing table data and presenting data as charts. Topics include:

- Calculating data using advanced formulas and functions
- Organizing worksheet and table data
- Creating, formatting, and modifying charts
- Analyzing data using PivotTables, Slicers, and PivotCharts
- Inserting and modifying graphic objects
- Customizing workbooks

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

Date	Course	Time
27	OneNote: Basics	PM
28	Access: Level One	Full Day
29	Excel: Level Two	Full Day
30	Word: Level Two	Full Day
31	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM

BATAVIA TRAINING LAB
Genesee DSS 5130 East Main Road Batavia

Date	Course	Time
27	OneNote: Basics	PM
28	Access: Level One	Full Day
29	Excel: Level Two	Full Day
30	Word: Level Two	Full Day
31	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM

NEW YORK CITY TRAINING LAB
80 Maiden Lane Room 423, 424. or 425

Date	Course	Time	Room
7	Excel: Level One	Full Day	425
8	Word: Level One	Full Day	425
10	OneNote: Basics	AM	423
13	Excel: Basics	AM	423
13	Excel: Working with Formulas & Functions	PM	423
14	Excel: Data Sorting, Charts, & Graphics	AM	423
14	Excel: Formatting Worksheets	PM	423
15	Excel: Using Tables & PivotTables to Analyze Data	AM	423
15	Windows 7: Using the Operating System	PM	423
16	Office: Moving to Office 2010	AM	423
16	SFS: Processing Purchase Orders	PM	423
17	SFS: Travel and Expenses	AM	423
21	Excel: Level Two	Full Day	424
21	PowerPoint: Creating a Basic Presentation	AM	423
21	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	PM	423
22	Outlook: Email Basics	AM	423
22	Outlook: Folders and Email Management	PM	423
22	Word: Level Two	Full Day	424
23	Outlook: Managing Calendars	AM	423
23	OneNote: Basics	PM	423
24	Word: Creating Templates and Forms	AM	423
24	Word: Preparing & Editing Large Documents	PM	423
27	Access: Basics	AM	423
27	Access: Queries, Forms, & Reports (Intro)	PM	423
28	Excel: Basics	AM	423
28	Excel: Working with Formulas & Functions	PM	423
29	Excel: Data Sorting, Charts, & Graphics	AM	423
29	Excel: Formatting Worksheets	PM	423
31	Excel: Using Tables & PivotTables to Analyze Data	AM	423
31	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	PM	423

OCFS CAPITAL VIEW OFFICE PARK
52 Washington Street Rensselaer 103S

Date	Course	Time
6	PowerPoint: Creating a Basic Presentation	PM
7	Access: Basics	AM
7	Access: Queries, Forms, & Reports (Intro)	PM
8	Excel: Level One	Full Day
9	Outlook: Email Basics	AM
9	Outlook: Folders and Email Management	PM
10	Outlook: Managing Calendars	AM
13	OneNote: Basics	AM
13	Excel: Basics	PM
14	Access: Level One	Full Day
15	Excel: Working with Formulas & Functions	AM
15	Excel: Data Sorting, Charts, & Graphics	PM
16	Word: Level One	Full Day
17	Excel: Formatting Worksheets	AM
17	Excel: Using Tables & PivotTables to Analyze Data	PM
21	Outlook: Email Basics	AM
21	Outlook: Folders and Email Management	PM
22	Excel: Level Two	Full Day
23	Outlook: Managing Calendars	AM
23	SFS: Processing Purchase Orders	PM
24	SFS: Travel and Expenses	AM
27	Excel: Basics	PM
28	Excel: Working with Formulas & Functions	AM
28	Excel: Data Sorting, Charts, & Graphics	PM
29	Excel: Formatting Worksheets	AM
29	Excel: Using Tables & PivotTables to Analyze Data	PM
30	Word: Level Two	Full Day
31	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM