

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) or PM (1-4pm).

Training Format

All classes are presented utilizing the 2010 version of MS Office.

Additional Information

The latest Computer Training Services Course Catalog is now 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/PDP_Computer_Training_Services_Course_Catalog.pdf.

NEW COURSES!

OneNote 2010: Basics

This course teaches students how to create, edit, organize, and enhance notes in OneNote 2010. Topics include:

- Exploring the OneNote 2010 interface
- Creating, editing, and formatting notes
- Organizing content and searching for information
- Using Outlook 2010 with OneNote 2010

Word 2010: Managing Large Word Documents

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

- Inserting section breaks and columns
- Managing document versions
- Inserting bookmarks, footnotes, and endnotes
- Adding hyperlinks
- Inserting Tables of Contents and Figures
- Maintaining text and format consistency

SYRACUSE TRAINING LAB 200 Elwood Davis Drive Liverpool

Date	Course	Time
18	Windows 7: Using the Operating System	PM
19	Access: Basics	AM
19	Access: Queries, Forms, & Reports (Intro)	PM
20	Word: Managing Large Word Documents	AM
20	OneNote: Basics	PM
21	Outlook: Managing Calendars	AM
21	Outlook: Folders and Email Management	PM
22	Office: Moving to Office 2010	AM

BATAVIA TRAINING LAB Genesee DSS 5130 East Main Road Batavia

Date	Course	Time
18	Windows 7: Using the Operating System	PM
19	Access: Basics	AM
19	Access: Queries, Forms, & Reports (Intro)	PM
20	Word: Managing Large Word Documents	AM
20	OneNote: Basics	PM
21	Outlook: Managing Calendars	AM
21	Outlook: Folders and Email Management	PM
22	Office: Moving to Office 2010	AM

NEW YORK CITY TRAINING LAB
80 Maiden Lane Room 2302 or 423

Date	Course	Time	Room
4	PowerPoint: Creating a Basic Presentation	AM	423
5	Word: Creating Templates and Forms	AM	423
5	Word: Managing Large Word Documents	PM	423
6	Office: Moving to Office 2010	AM	423
7	Excel: Basics	AM	423
7	Windows 7: Using the Operating System	AM	2302
7	OneNote: Basics	PM	423
7	Excel: Working with Formulas & Functions	PM	2302
8	Excel: Data Sorting, Charts, & Graphics	AM	423
8	Excel: Formatting Worksheets	PM	423
11	Word: Managing Large Word Documents	AM	423
12	Access: Basics	AM	423
12	Access: Queries, Forms, & Reports (Intro)	PM	423
13	Outlook: Moving to Outlook 2010	AM	423
14	OneNote: Basics	AM	423
14	Outlook: Folders and Email Management	AM	2302
14	Outlook: Managing Calendars	PM	2302
15	Word: Moving to Word 2010	AM	423
15	Excel: Moving to Excel 2010	PM	423
18	Making the Internet Work for You (IE7)	AM	423
19	Excel: Basics	AM	423
19	Excel: Working with Formulas & Functions	PM	423
20	Office: Moving to Office 2010	AM	423
21	Excel: Data Sorting, Charts, & Graphics	AM	423
21	Windows 7: Using the Operating System	AM	2302
21	Excel: Formatting Worksheets	PM	423
21	Word: Managing Large Word Documents	PM	2302
25	Word: Creating Templates and Forms	AM	423
26	Outlook: Managing Calendars	AM	423
26	Outlook: Folders and Email Management	PM	423
27	Word: Moving to Word 2010	AM	423
28	Access: Basics	AM	423
28	Excel: Moving to Excel 2010	AM	2302
28	Access: Queries, Forms, & Reports (Intro)	PM	423
28	Outlook: Moving to Outlook 2010	PM	2302
29	PowerPoint: Creating a Basic Presentation	AM	423
29	OneNote: Basics	PM	423

OCFS CAPITAL VIEW OFFICE PARK
52 Washington Street Rensselaer 103 South

Date	Course	Time
4	Outlook: Moving to Outlook 2010	AM
4	OneNote: Basics	PM
5	Excel: Basics	AM
5	Excel: Data Sorting, Charts, & Graphics	PM
6	Excel: Formatting Worksheets	AM
6	Excel: Working with Formulas & Functions	PM
7	Word: Creating Templates and Forms	AM
7	Word: Managing Large Word Documents	PM
8	Word: Moving to Word 2010	AM
8	Excel: Moving to Excel 2010	PM
11	Windows 7: Using the Operating System	AM
11	Office: Moving to Office 2010	PM
12	Outlook: Folders and Email Management	AM
12	Outlook: Managing Calendars	PM
13	SFS: Processing Purchase Orders (PO220)	AM
13	SFS: Travel and Expenses (TE205)	PM
14	Access: Basics	AM
14	Access: Queries, Forms, & Reports (Intro)	PM
15	OneNote: Basics	AM
18	Word: Managing Large Word Documents	AM
18	Excel: Moving to Excel 2010	PM
19	Windows 7: Using the Operating System	AM
19	Office: Moving to Office 2010	PM
20	Outlook: Moving to Outlook 2010	AM
20	Word: Moving to Word 2010	PM
21	Excel: Basics	AM
21	Excel: Data Sorting, Charts, & Graphics	PM
22	Excel: Formatting Worksheets	AM
22	Excel: Working with Formulas & Functions	PM
25	SFS: Travel and Expenses (TE205)	AM
25	OneNote: Basics	PM
26	Access: Basics	AM
26	Access: Queries, Forms, & Reports (Intro)	PM
27	Office: Moving to Office 2010	AM
27	Windows 7: Using the Operating System	PM
28	Outlook: Folders and Email Management	AM
28	Outlook: Managing Calendars	PM
29	Word: Creating Templates and Forms	AM
29	Word: Managing Large Word Documents	PM

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.

