

### 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 (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 (10AM - noon) or PM (1:30-3:30PM).

#### 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](mailto:tbuddenhagen@albany.edu).

#### 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](http://www.trainingspace.org/materials/ctscatalog/PDP_Computer_Training_Services_Course_Catalog.pdf).

### NEW COURSE!

#### *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

### LEARNLINC CLASS SCHEDULE

Date	Course	Time
1	Outlook 2010 - Email Basics	AM
1	Outlook 2010 - Managing Calendars	PM
4	Word 2010 - Moving to Word 2010	PM
4	Outlook 2010 - Moving to Outlook 2010	PM
5	Excel 2007 - Basics	AM
5	Word 2007 - Formatting for Reports and Manuals	AM
5	Excel 2010 - Moving to Excel 2010	AM
5	Excel 2007 - Formulas and Functions	PM
5	Word 2007 - Templates and Forms	PM
5	Windows 7 - Using the Operating System	PM
6	Excel 2007 - Charts and Graphics	AM
6	Excel 2010 - Basics	AM
6	Excel 2007 - Formatting Worksheets	PM
6	Excel 2010 - Formulas and Functions	PM
7	Excel 2007 - Design Considerations & Navigation Techniques	AM
7	Excel 2010 - Charts and Graphics	AM
7	Office 2010 - Moving to Office 2010	AM
7	Excel 2010 - Formatting Worksheets	PM
7	Adobe Reader X - Using PDF Files	PM
7	Accessing Email Using the Internet & Email Etiquette	PM
8	Internet Explorer 7 - Making the Internet Work for You	AM
11	PowerPoint 2010 - Creating a Basic Presentation	PM
12	Outlook 2010 - Email Basics	AM
12	Access 2007 - Basics	AM
12	Outlook 2010 - Managing Calendars	PM
12	Word 2010 - Creating Templates and Forms	PM
13	Outlook 2007 - Email Basics	AM
13	Windows 7 - Using the Operating System	AM
13	Outlook 2007 - Calendars	PM
13	Office 2010 - Moving to Office 2010	PM
14	Outlook 2007 - Folders and Email Management	AM
14	Excel 2010 - Moving to Excel 2010	AM
14	Outlook 2007 - Contacts and Distribution Lists	PM
14	Word 2010 - Moving to Word 2010	PM
15	Outlook 2010 - Moving to Outlook 2010	AM
18	Word 2010 - Creating Templates and Forms	AM

# LEARNLINC CLASS SCHEDULE

## About LearnLinc

LearnLinc is an online learning environment that provides courses and classroom training through iLinc, and is available through the Internet and the HSEN Intranet. LearnLinc is browser-based and accessed through Internet Explorer. Participants use a browser to access the iLinc Communications Center at the OCFS Bureau of Training (BT) 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 users 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 and on the BT website with the prefix *LL*: or *LL*: *MS*: if the course is a Microsoft Office class.

## 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 the Statewide Training Automated Registration System (STARS). 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 and on the BT website with the prefix *TS*: or *TS*: *MS*: if the course is a Microsoft Office class.

Date	Course	Time
19	Excel 2010 - Basics	AM
19	Accessing Email Using the Internet & Email Etiquette	AM
19	PowerPoint 2010 - Creating a Basic Presentation	AM
19	Excel 2010 - Formulas and Functions	PM
19	Internet Explorer 7 - Making the Internet Work for You	PM
19	Adobe Reader X - Using PDF Files	PM
20	Excel 2010 - Charts and Graphics	AM
20	Excel 2007 - Basics	AM
20	Excel 2007 - Formulas and Functions	PM
20	Excel 2010 - Formatting Worksheets	PM
21	Excel 2007 - Charts and Graphics	AM
21	Access 2007 - Basics	AM
21	Office 2010 - Moving to Office 2010	AM
21	Excel 2007 - Design Considerations & Navigation Techniques	PM
21	Windows 7 - Using the Operating System	PM
21	Outlook 2010 - Moving to Outlook 2010	PM
22	Excel 2007 - Formatting Worksheets	AM
22	Excel 2010 - Moving to Excel 2010	AM
25	Outlook 2007 - Email Basics	PM
26	Outlook 2010 - Email Basics	AM
26	CCFS - Managing CCFS Reports Using Excel 2010	AM
26	Outlook 2007 - Calendars	AM
26	Outlook 2010 - Managing Calendars	PM
26	Outlook 2007 - Folders and Email Management	PM
26	Word 2010 - Moving to Word 2010	PM
27	Excel 2010 - Basics	AM
27	Outlook 2007 - Contacts and Distribution Lists	AM
27	CCFS - Special Topics: Fingerprint Waivers & Mass Expungements	PM
27	Excel 2010 - Formulas and Functions	PM
28	CCFS - Using Help Topics	AM
28	Excel 2010 - Charts and Graphics	AM
28	Word 2007 - Templates and Forms	AM
28	Word 2007 - Formatting for Reports and Manuals	PM
28	Word 2010 - Creating Templates and Forms	PM
28	Excel 2010 - Formatting Worksheets	PM
29	Windows 7 - Using the Operating System	AM
29	Office 2010 - Moving to Office 2010	PM

## 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