

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), PM (1-4pm), or Full Day (9am-4pm).

Training Format

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

NEW COURSE

Excel 2010: Using Tables and PivotTables to Analyze Data

This advanced class is designed to teach students how to dynamically analyze large amounts of data in an Excel 2010 spreadsheet. Topics include:

- Creating, modifying, and formatting tables
- Sorting and filtering data
- Using functions to calculate data
- Creating a PivotTable report
- Filtering data using slicers
- Analyzing data using PivotCharts

FEATURED COURSES

Word: 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

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

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/PDP_Computer_Training_Services_Catalog.pdf.

SYRACUSE TRAINING LAB 200 Elwood Davis Drive Liverpool

BATAVIA TRAINING LAB Genesee DSS 5130 East Main Road Batavia

Date	Course	Time
6	Outlook: Folders and Email Management	PM
7	Office: Moving to Office 2010	AM
7	Windows 7: Using the Operating System	PM
8	Excel: Data Sorting, Charts, & Graphics	AM
8	Excel: Using Tables and PivotTables to Analyze Data	PM
9	Word: Creating Templates and Forms	AM
9	Word: Preparing & Editing Large Documents	PM
10	Access: Basics	AM

Date	Course	Time
13	Outlook: Folders and Email Management	PM
14	Office: Moving to Office 2010	AM
14	Windows 7: Using the Operating System	PM
15	Excel: Data Sorting, Charts, & Graphics	AM
15	Excel: Using Tables and PivotTables to Analyze Data	PM
16	Word: Creating Templates and Forms	AM
16	Word: Preparing & Editing Large Documents	PM
17	Access: Basics	AM

NEW YORK CITY TRAINING LAB
80 Maiden Lane Room 2302

OCFS CAPITAL VIEW OFFICE PARK
52 Washington Street Rensselaer 103S or 223N

Date	Course	Time	Date	Course	Time	Room
1	Excel: Basics	AM	1	Excel: Basics	AM	103S
1	Excel: Working with Formulas & Functions	PM	1	Excel: Working with Formulas & Functions	PM	103S
2	Excel: Data Sorting, Charts, & Graphics	AM	2	Excel: Data Sorting, Charts, & Graphics	AM	103S
2	Excel: Using Tables and PivotTables to Analyze Data	PM	2	Excel: Formatting Worksheets	PM	103S
3	Excel: Formatting Worksheets	AM	3	Excel: Using Tables & PivotTables to Analyze Data	AM	103S
3	Word: Moving to Word 2010	PM	7	Excel: Moving to Excel 2010	AM	103S
6	Making the Internet Work for You	AM	7	OneNote: Basics	PM	103S
6	OneNote: Basics	PM	8	Windows 7: Using the Operating System	AM	103S
7	Outlook: Email Basics	AM	8	Office: Moving to Office 2010	PM	103S
7	Outlook: Folders and Email Management	PM	10	Outlook: Moving to Outlook 2010	AM	103S
8	Outlook: Managing Calendars	AM	10	Word: Moving to Word 2010	PM	103S
8	Word: Preparing & Editing Large Documents	PM	14	Word: Preparing & Editing Large Documents	AM	103S
9	Office: Moving to Office 2010	AM	14	Excel Level One	Full Day	223N
9	Windows 7: Using the Operating System	PM	14	Outlook: Email Basics	PM	103S
10	PowerPoint: Creating a Basic Presentation	AM	15	Word Level One	Full Day	223N
13	Access: Basics	AM	15	Excel: Using Tables & PivotTables to Analyze Data	PM	103S
13	Access: Queries, Forms, & Reports (Intro)	PM	16	Access: Basics	AM	103S
15	Word: Preparing & Editing Large Documents	AM	16	Outlook: Folders and Email Management	AM	223N
15	Word: Creating Templates and Forms	PM	16	Outlook: Managing Calendars	PM	223N
16	Excel: Moving to Excel 2010	AM	16	Access: Queries, Forms, & Reports (Intro)	PM	103S
17	Outlook: Moving to Outlook 2010	AM	17	Excel: Moving to Excel 2010	AM	103S
20	Windows 7: Using the Operating System	AM	20	Outlook: Moving to Outlook 2010	PM	103S
20	Office: Moving to Office 2010	PM	21	Excel: Basics	AM	103S
22	Excel: Using Tables and PivotTables to Analyze Data	AM	21	PowerPoint: Creating a Basic Presentation	AM	223N
22	OneNote: Basics	PM	21	Making the Internet Work for You (IE7)	PM	223N
23	Outlook: Folders and Email Management	AM	21	Excel: Working with Formulas & Functions	PM	103S
23	Outlook: Managing Calendars	PM	22	Excel: Data Sorting, Charts, & Graphics	AM	103S
29	Excel: Basics	AM	22	Word: Creating Templates and Forms	AM	223N
29	Excel: Working with Formulas & Functions	PM	22	Outlook: Email Basics	PM	223N
30	Excel: Data Sorting, Charts, & Graphics	AM	22	Excel: Formatting Worksheets	PM	103S
30	Excel: Using Tables and PivotTables to Analyze Data	PM	23	Excel: Using Tables & PivotTables to Analyze Data	AM	103S
31	Excel: Formatting Worksheets	AM	23	Outlook: Managing Calendars	AM	223N
31	Word: Preparing & Editing Large Documents	PM	23	Outlook: Folders and Email Management	PM	223N
			23	Word: Preparing & Editing Large Documents	PM	103S
			28	Excel Level Two	Full Day	103S
			29	Word Level Two	Full Day	103S
			30	Office: Moving to Office 2010	AM	103S
			30	Windows 7: Using the Operating System	PM	103S
			31	Word: Moving to Word 2010	AM	103S
			31	OneNote: Basics	PM	103S



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.