

New Courses for Lenovo ThinkPad Tablet Users

OneNote 2010 for Lenovo ThinkPad Tablet Users

This self-directed, online course explores the basic features of OneNote 2010, with a focus on how Lenovo ThinkPad tablet users can utilize OneNote to document observations and complete forms at a provider's location. Topics include:

- Exploring the OneNote environment
- Creating notebooks, sections, and pages
- Inserting and editing text
- Archiving and printing

Accessing the Course

Once registered, you can access this course via TrainingSpace at <http://www.trainingspace.org/>. Access to TrainingSpace courses is achieved through a Directory Services account (or LDAP), which is different than your HSEN account. If you have questions about your Directory Services account, or do not have one, contact your agency/district LAN administrator or the New York State Enterprise Help Desk (1-800-697-1323).

CCFS: Managing CCFS Reports Using Excel 2010

This online trainer-led LearnLinc course provides basic Excel 2010 instruction to help you manage and format CCFS report data. Topics include:

- Saving a CCFS report as an Excel 2010 worksheet
- Basic Excel 2010 formatting
- Managing and formatting data in Excel 2010
- Printing an Excel 2010 worksheet
- Getting help

About LearnLinc

LearnLinc is an online learning environment that provides courses and classroom training through iLinc, and is available through the Internet and the New York State Human Services Enterprise Network (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 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.

Registration

Registration for these courses is now available via the Statewide Training Automated Registration System (STARS). Local district and voluntary agency staff should consult their Staff Development Coordinator for registration. OCFS staff who do not have access to STARS can view course schedule, registration information, and submit a registration request at the OCFS Bureau of Training (BT) Announcement website, at <http://emerald/TrnAnnounce/ta.cfm>.

Questions?

For other questions or registration assistance please contact Timothy J. Buddenhagen at tbuddenhagen@pdp.albany.edu or 518-956-7820.