
Computer Training Course Catalog



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Training Information

How Do I Obtain Information to Register for Training or Cancel Enrollment?

Registration for these courses is now available via the Statewide Training Automated Registration System (STARS). 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>. OCFS staff can also contact Vivian Armstrong of OCFS BT, at vivian.armstrong@ocfs.state.ny.us or 518-474-7854, for additional assistance. OTDA staff, please see your Training Coordinator if you are interested in applying for training. Training Coordinators will process nominations through STARS. Supervisory approval is required. Local district agency staff should consult their Staff Development Coordinator (SDC) for registration.

For proprietary system training, local district staff should consult the supervisor for their program area or SDC for course information and approval. State staff should consult the supervisor for their program area for course information and approval. Supervisory staff will work with the Professional Development Program (PDP) to register trainees.

Upon registration, staff are tentatively enrolled in the class. If the class is over enrolled, staff and/or their supervisor will be contacted if they may need to register for another offering at a later date. Depending on the type of training, a confirmation message for all confirmed trainees will be generated from STARS or PDP staff prior to the class.

Course registration must be completed at least one week prior to the class date!

What If a Course Is Not Listed in the Catalog or in STARS?

If you do not see a course that meets your need, please forward your need/suggestion, by email, to Vivian Armstrong of the BT staff at vivian.armstrong@ocfs.state.ny.us, or to Dawn Abbey of the Office of Temporary and Disability Assistance (OTDA) Bureau of Training and Management Analysis (TAMA) staff at dawn.abbey@otda.state.ny.us. Contact Ms. Abbey for OTDA-specific application training.

Other Scheduling...

If you cannot attend a class at the scheduled location and/or time, would like training scheduled for a topic not offered in your area, or need to inquire about registering a trainee for an upcoming class for which the registration period has closed, please contact Vivian Armstrong at vivian.armstrong@ocfs.state.ny.us or 518-474-7854.

How Do I Get Help After a Class?

After attending a class, you may email follow-up questions to PDP's Department of Computer Training Services at: computerhelp@pdp.albany.edu. One of our trainers will respond to your request in a timely manner.

Prerequisites

Introduction to Windows XP and File Management or equivalent knowledge is the prerequisite for all courses, and is the only prerequisite for Basics or Level 1 courses; for specialized half-day or upper level courses, Basics level or prior level or equivalent knowledge is required.

Additionally, for LearnLinc classes, all interested users must attend the Introduction to LearnLinc 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 LearnLinc classes are offered multiple times every week.

Microsoft Courses by Skill Level

Courses are offered as instructor-led classes unless otherwise noted.
All courses are offered in both the 2003 and 2007 versions of the application.

Windows	<i>Introductory</i>	<i>Intermediate</i>	<i>Advanced</i>	Page
Windows: Introduction to Windows XP and File Management	✓			8

Office	<i>Introductory</i>	<i>Intermediate</i>	<i>Advanced</i>	Page
Office 2007 — New Features	✓			8
LearnLinc: Moving to Office 2007*	✓			8
TrainingSpace: Moving to Office 2007**	✓			8

Outlook	<i>Introductory</i>	<i>Intermediate</i>	<i>Advanced</i>	Page
Outlook Level 1	✓			9
Outlook Level 2: Advanced Functions			✓	9
Outlook: Basics	✓			9
Outlook: Using the Mail Feature		✓		9
Outlook: Using the Calendar		✓		9
Outlook: Tasks		✓		10
Outlook: Calendars — Advanced Features			✓	10
Outlook: Contacts and Distribution Lists		✓		10
Outlook: Folders and Email Management		✓		10
Moving to Outlook 2007	✓			10
LearnLinc: Outlook: Calendars*	✓			10
LearnLinc: Outlook: Contacts and Distribution Lists*		✓		11
LearnLinc: Accessing Your Email Using the Internet and Email Etiquette*		✓		11
LearnLinc: Moving to Outlook 2007*	✓			11

Word	<i>Introductory</i>	<i>Intermediate</i>	<i>Advanced</i>	Page
Word Level 1: Creating and Formatting Basic Documents	✓			11
Word Level 2: Working Efficiently in More Complex Documents		✓		11
Word Level 3: Advanced Document Editing Techniques			✓	12
Word: Basics	✓			12
Word: Creating and Formatting Documents		✓		12
Creating Word Templates and Forms		✓		12
Word: Document Review Working Collaboratively		✓		12
Using Styles in Word		✓		13
Using Word Tables		✓		13
Using Word Templates and Forms		✓		13
Creating and Formatting Word Templates		✓		13
Word Formatting for Reports and Manuals		✓		13
Word Templates, Forms and Mail Merge		✓		13
Moving to Word 2007	✓			14

Microsoft Courses by Skill Level

Word (continued)	<i>Introductory</i>	<i>Intermediate</i>	<i>Advanced</i>	Page
LearnLinc: Moving to Word 2007*	✓			14
LearnLinc: Word Basics*	✓			14
LearnLinc: Creating and Using Word Forms*		✓		14
LearnLinc: Creating and Using Word Templates*		✓		14
LearnLinc: Creating and Formatting Documents*		✓		14
LearnLinc: Using Word Tables*		✓		15
LearnLinc: Word Formatting for Reports and Manuals*		✓		15
LearnLinc: Word Performing Mail Merges*		✓		15
LearnLinc: Word 2007 — Templates and Forms*		✓		15

Excel	<i>Introductory</i>	<i>Intermediate</i>	<i>Advanced</i>	Page
Excel Level 1: Worksheets	✓			15
Excel Level 2: Charting & Organizing Data		✓		16
Excel Level 3: Advanced Functions			✓	16
Excel: Basics	✓			16
Excel Data Sorting, Charts, Graphs, and Graphics		✓		16
Excel: Formatting Worksheets		✓		16
Excel: Working with Formulas and Functions		✓		17
Moving to Excel 2007	✓			17
LearnLinc: Excel Basics*	✓			17
LearnLinc: Excel 2007 — New Features*	✓			17
LearnLinc: Excel Charts and Graphics*		✓		17
LearnLinc: Excel — Formatting Worksheets*		✓		17
LearnLinc: Using Excel Formulas and Functions*		✓		18

Access	<i>Introductory</i>	<i>Intermediate</i>	<i>Advanced</i>	Page
Access Level 1: Creating and Using Database Elements	✓			18
Access Level 2: Managing Relational Databases		✓		18
Access Level 3: Building Efficient Databases			✓	18
Access Level 4: Introduction to Application Development			✓	19
Access: Basics	✓			19
Access Queries, Forms, and Reports		✓		19
LearnLinc: Access Basics*	✓			19

PowerPoint	<i>Introductory</i>	<i>Intermediate</i>	<i>Advanced</i>	Page
PowerPoint Level 1: Introduction	✓			19
PowerPoint Level 2: Advanced			✓	20
PowerPoint: Basics	✓			20
Moving to PowerPoint 2007	✓			20
LearnLinc: PowerPoint — Creating Organization Charts*		✓		20
LearnLinc: PowerPoint Creating a Basic Presentation*	✓			20

Microsoft Courses by Skill Level

Project	<i>Introductory</i>	<i>Intermediate</i>	<i>Advanced</i>	Page
Project Level I	✓			21

Visio	<i>Introductory</i>	<i>Intermediate</i>	<i>Advanced</i>	Page
Visio Level I	✓			21

Internet Explorer	<i>Introductory</i>	<i>Intermediate</i>	<i>Advanced</i>	Page
Making the Internet Work for You	✓			21
LearnLinc: Internet Explorer — Making the Internet Work for You*	✓			21

Course Icons

Instructor-Led Classroom Training

Classroom training on Microsoft and New York State proprietary applications is delivered in computer labs, conference rooms, local district offices, and other sites across the state using existing computer labs or portable lab equipment. This is dependent on site restrictions and lab availability.



Virtual Classroom Training

LearnLinc courses that focus on a single topic are available for some Microsoft applications, NYS proprietary applications, and topics of interest to network administrators.

Enrollees in these classes will “attend” class via the Internet using a personal computer. Prior to attending the first class, hardware and software must be set up on the computer. Contact your LAN Administrator or technology support staff for assistance.



Web-based Training

Web-based courses are available on TrainingSpace. TrainingSpace is accessible via <http://www.trainingspace.org>.

TrainingSpace courses allow you to learn at your own pace, review when you need to, and complete your training over a series of sessions. Training includes instruction, demonstrations, and interactive activities.



Microsoft Applications

WINDOWS

Windows: Introduction to Windows XP and File Management

1/2 DAY



This course introduces students to the Windows XP operating system, guiding them through program navigation and file management. Topics include:

- Exploring the Windows desktop, including desktop objects, shortcuts, the Taskbar, and the Start menu
- Using Windows Explorer to browse the computer and create, manage, and delete folders and files
- An orientation to Windows programs, including working with multiple programs and cycling through application windows
- Customizing the Windows desktop using shortcuts, toolbars, and Control Panel settings

OFFICE

Office 2007: New Features

1/2 DAY



This 1/2 day course introduces users to the new Microsoft Office 2007 interface. Topics include:

- The Office Button, the Ribbon, and contextual tabs
- The new 'X' file format
- Compatibility issues

LearnLinc: Moving to Office 2007

2 HOURS



This virtual class explores Microsoft Office 2007 and allows students to become familiar with the new environment and updated features in the Office 2007 application suite. Topics include:

- Navigating the 2007 environment
- Accessing commands using the Office Button, Quick Access toolbar, Ribbon, and Status bar
- Formatting documents using the Mini toolbar and Live Preview
- Enhancing files using Themes and inserting SmartArt
- Saving files

TrainingSpace: Moving to Office 2007

1 HOUR



This computer-based training course on TrainingSpace explores Microsoft Office 2007 and allows students to become familiar with the new environment and updated features in the Office 2007 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 the Office 2007 Environment (Office Button, Quick Access Toolbar, Ribbon, Status Bar, and Office 2007 Help)
- Examining New Features (Mini toolbar, Live Preview, Themes, and SmartArt Graphics)
- Saving Files and Tools (2007 File Format, Compatibility Checker, Saving in 97-2003 File Format, Convert Option, and Saving as PDF)

Microsoft Applications

OUTLOOK

Outlook Level 1

1 DAY



This course teaches students the skills needed to start using Outlook. Topics include:

- Overview of the Outlook environment and functions
- Composing messages
- Managing and organizing your email
- Using email settings and options
- Scheduling appointments through the calendar
- Setting calendar options
- Managing contacts

Outlook Level 2: Advanced Functions

1 DAY



This course teaches Outlook advanced functions. Topics include:

- Personalize mail by using stationery and signatures
- Save messages in alternate formats and archive mail
- Sort, file, and organize mailbox and calendar items
- Use contacts to share and communicate information
- Schedule and manage meeting requests and responses
- Share folder information
- Create and edit tasks

Prerequisite: *Outlook Level 1: Introduction to Email, Calendar, and Contacts* or equivalent knowledge

Outlook: Basics

1/2 DAY



This course teaches students the basics of using the Outlook mail feature. Topics include:

- Composing messages
- Managing mail
- Inserting a hyperlink
- Locating Outlook items

Outlook: Using the Mail Feature

1/2 DAY



This 1/2 day course gives students the skills to start using the basic mail features of Outlook. Topics include:

- Overview of Outlook, including Menus, Toolbars, the Navigation Pane, and the Folder List
- Creating, formatting, and sending messages
- Attaching a file to a message
- Replying to and forwarding messages
- Deleting messages
- Using the Global Address Book
- Using the Office Assistant

Outlook: Using the Calendar

1/2 DAY



This course teaches students the basics of using the Outlook calendar. Topics include:

- Reviewing the Outlook calendar
- Setting work days and times
- Scheduling appointments and meetings

Prerequisite: *Moving to Outlook 2007 LearnLinc* course or equivalent knowledge

Microsoft Applications

Outlook: Tasks

1/2 DAY



This course teaches students the basics of Outlook Tasks and Notes. Topics include:

- Creating, editing, and updating a task
- Creating and editing a note
- Displaying a note on the desktop

Outlook: Calendars — Advanced Features

1/2 DAY



This 1/2 day course reviews advanced Outlook calendar and other tasks including categories, updating meetings, shared calendars, search folders, and forms.

Prerequisite: *Outlook: Calendar, Contacts and Tasks* or equivalent knowledge

Outlook: Contacts and Distribution Lists

1/2 DAY



This course teaches students how to send email to individuals outside of the Global Address Book and use distribution lists. Topics include:

- Adding contacts
- Managing contacts
- Creating and modifying a distribution list

Outlook: Folders and Email Management

1/2 DAY



This course is intended for Outlook users requiring additional assistance with organizing and storing email. Topics include:

- Managing email messages and attachments
- Locating Outlook items

- Using folders
- Using the mailbox clean-up tool
- Creating and mapping personal folders
- Archiving and other email storage options

Moving to Outlook 2007

1/2 DAY



This 1/2 day course identifies and demonstrates new features in Outlook 2007. The training is intended for experienced Outlook 2003 users needing to learn the primary changes in Outlook 2007. Topics include:

- Exploring the Outlook 2007 interface
- Working with messages; managing contacts
- Scheduling meetings

LearnLinc: Outlook — Calendars

2 HOURS



This virtual class enhances students' knowledge of Outlook calendar functions. Topics include:

- Opening the various calendar views
- Scheduling single and recurring appointments and meetings
- Tracking meeting request responses
- Working with contacts
- Adding additional calendars
- Viewing a shared calendar
- Sharing your calendar(s)

Prerequisite: It is strongly suggested that you take the *Moving to Outlook 2007* classroom or LearnLinc training prior to attending this course.

Microsoft Applications

LearnLinc: Outlook — Contacts and Distribution Lists

2 HOURS



This virtual class teaches students how to create and edit contacts and distribution lists in Outlook. Topics include:

- Accessing contacts and reviewing the various contact views
- Adding, sorting, searching, editing, deleting, and printing contacts
- Creating and modifying distribution lists

LearnLinc: Accessing Your Email Using the Internet and Email Etiquette

2 HOURS



This virtual class provides an overview of accessing NYSeMail via Outlook Web Access. It also reviews best practices of email etiquette. Topics include:

- Benefits of using NYSeMail Outlook Web Access
- Differences between NYSeMail Outlook Web Access and the standard Outlook client
- Examining the concepts of email etiquette and how it can benefit an organization

LearnLinc: Moving to Outlook 2007

2 HOURS



This virtual class provides instruction on new features in Outlook 2007. The training is intended for experienced Outlook 2003 users needing to learn the primary changes in Outlook 2007. Topics include:

- Exploring the Outlook 2007 interface
- Working with messages
- Managing contacts
- Scheduling meetings

WORD

Word Level 1: Creating and Formatting Basic Documents

1 DAY



This introductory course provides fundamental knowledge of Word. Topics include:

- Creating and saving a document
- Opening an existing document and navigating using the mouse and keyboard
- Editing a document using sophisticated techniques, including moving and copying text within and between documents
- Formatting techniques, applying and removing character and paragraph formatting, and using tabs
- Creating and modifying a table structure
- Using pagination functions: adjusting margins, adding and deleting page breaks, and creating headers and footers
- Inserting graphic objects
- Proofing a document

Word Level 2: Working Efficiently in More Complex Documents

1 DAY



This intermediate course teaches students time-saving techniques for automating some of the layout of Word documents. Topics include:

- Using section breaks to format a document and text
- Using columns
- Creating, modifying, and using tables as page layout elements
- Embedding, linking, and sorting table data
- Merging documents and data sources using merge fields to make variations in a document
- Creating and managing styles and templates to affect a document's appearance
- Running and editing macros and adding them to a toolbar

Microsoft Applications

- Managing lists
- Modifying pictures
- Creating customized graphic elements

Prerequisite: Word Level 1 or equivalent knowledge

Word Level 3: Advanced Document Editing Techniques

1 DAY



This course teaches advanced techniques for editing and managing Word documents. Topics include:

- Using advanced techniques for working with styles
- Enhancing documents by drawing in a document and using clip art and WordArt
- Managing a long document by adding a table of contents, bookmarks, cross-references, and an index
- Managing document changes by creating different versions, adding comments, and accepting or rejecting document changes

Prerequisite: Word Levels 1 and 2 or equivalent knowledge

Word: Basics

1/2 DAY



This 1/2 day course is intended for Word users requiring a refresher on basic Word skills and staff with little or no Word experience. Topics include:

- Exploring the user interface
- Creating a basic document
- Entering and editing text
- Saving a document

Word: Creating and Formatting Documents

1/2 DAY



This course teaches students how to prepare and format documents. Topics include:

- Creating, saving, and printing a document
- Editing, moving, and copying text
- Formatting text by changing fonts and colors
- Finding and replacing text or text formatting

Creating Word Templates and Forms

1/2 DAY



This course teaches students how to create basic templates and forms using Word. Topics include:

- Viewing various template formats
- Examining the Normal template
- Creating and modifying templates
- Using features such as Fill-in fields and AutoText
- Adding tables
- Creating a basic form and adding text and data form fields

Word: Document Review and Working Collaboratively

1/2 DAY



This course teaches students the basics of document collaboration using Word. Topics include:

- Modifying user information
- Creating a new version of a document and deleting the old versions
- Sending a document for review
- Using Word comments
- Comparing and merging document changes
- Reviewing a document

Microsoft Applications

Using Styles in Word

1/2 DAY



This course teaches students how to format paragraphs and work with custom styles in order to create documents with consistently formatted elements. Topics include:

- Applying styles
- Creating character, paragraph, list, and table styles
- Modifying styles

Using Word Tables

1/2 DAY



This course teaches students how to organize information in Word using tables. Topics include:

- Creating a table
- Entering, sorting, and aligning data in a table
- Using AutoFormat
- Merging cells
- Applying borders and shading to a table
- Creating calculations

Using Word Templates and Forms

1/2 DAY



This course teaches students the basics of using existing Word templates and forms. Topics include:

- Understanding templates, forms, and their uses
- Creating a new document based on a template
- Working with automation features provided by the template, such as Fill-in fields and AutoText
- Identifying types of form fields, navigating through a form, and completing a form
- Integrating forms with your workplace environment

Creating and Formatting Word Templates

1/2 DAY



This course teaches students how to create and format basic templates using Word. Topics include:

- Viewing various template formats
- Examining the Normal template
- Creating a template from a document
- Creating a basic template using features such as Fill-in fields and AutoText
- Creating a basic form and adding text and data form fields
- Formatting a template: editing, moving, and copying text; formatting text by changing fonts and colors; and finding and replacing text or text formatting

Word Formatting for Reports and Manuals

1/2 DAY



This course teaches students how to format reports and manuals in Word. Topics include:

- Formatting paragraphs
- Controlling page appearance using borders, shading, styles, lists, margins, headers, footers, and page breaks
- Inserting hyperlinks into a document

Word Templates, Forms and Mail Merge

1/2 DAY



This course teaches students how to design and use templates and forms in Word. Performing mail merges is also reviewed. Topics include:

- Working with custom styles
- Creating and modifying styles
- Automating document creation
- Creating forms
- Creating a document based on a template
- Creating and modifying a template

Microsoft Applications

- Adding form fields to a document
- Automating a form
- Performing mail merges

Moving to Word 2007

1/2 DAY



This 1/2 day course identifies and demonstrates new features in Word 2007. The training is intended for experienced Word 2003 users needing to learn the primary changes in Word 2007. Topics include:

- Exploring the Word 2007 interface
- Working with documents
- Formatting text
- Proofing a document

LearnLinc: Moving to Word 2007

2 HOURS



This class provides instruction on the new features in Word 2007. The training is intended for experienced Word 2003 users needing to learn the primary changes in Word 2007. Topics include:

- Exploring the Word 2007 interface
- Working with documents
- Formatting paragraphs
- Adding tables

LearnLinc: Word Basics

2 HOURS



This virtual class provides a refresher on basic Word skills for users with little or no Word experience. Topics include:

- Creating a basic document
- Editing a document
- Formatting text
- Proofing a document
- Page breaks

LearnLinc: Creating and Using Word Forms

2 HOURS



This virtual class teaches students how to create and use Word forms. Topics include:

- Designing and creating forms, including template forms
- Using the Forms toolbar and inserting form fields
- Protecting forms

LearnLinc: Creating and Using Word Templates

2 HOURS



This virtual class teaches students how to understand Word templates, pre-formatted files used as a baseline for generating new documents. Topics include:

- Viewing templates
- Creating documents from templates
- Creating templates from documents

Prerequisite: Word Level I or equivalent knowledge

LearnLinc: Creating and Formatting Documents

2 HOURS



This virtual class teaches students how to use Word to create, edit, and format a basic document. Topics include:

- Creating, saving, and printing a basic Word document
- Identifying and using the Word menus and toolbars
- Editing a document by copying, moving, finding, and replacing text
- Adding and changing formatting elements, such as font, size, and color
- Applying styles

Microsoft Applications

LearnLinc: Using Word Tables

2 HOURS



This virtual class teaches student the basics of Word tables. This course focuses on creating tables and customizing a table's appearance. Topics include:

- Entering and managing data in a table
- Modifying table structure and appearance
- Performing calculations in a table

LearnLinc: Word Formatting for Reports and Manuals

2 HOURS



This virtual class teaches students how to format reports and manuals in Word. Topics include:

- Formatting paragraphs
- Controlling page appearance using borders, shading, styles, lists, margins, headers, footers, and page breaks
- Inserting hyperlinks into a document

LearnLinc: Word Performing Mail Merges

2 HOURS



This virtual class teaches students how to automate document creation using the mail merge feature in Word. The course focuses on creating and modifying mail merge documents such as mass mailings, directories, envelopes, and labels. Topics include:

- Performing merges on new and existing documents
- Creating data sources
- Generating labels and envelopes
- Enhancing functionality with the Mail Merge toolbar

LearnLinc: Word 2007— Templates and Forms

2 HOURS



This virtual class teaches students how to design and use templates and forms in Word. Topics include:

- Creating and modifying styles
- Automating document creation using a template
- Creating and working with templates
- Creating and working with forms

EXCEL

Excel Level I: Worksheets

1 DAY



This introductory course teaches students how to use Excel to manage and present data in a worksheet. Topics include:

- Creating a basic worksheet that includes text, values, and formulas
- Creating formulas using Excel's built-in functions
- Modifying a worksheet by moving and copying data and inserting rows and columns
- Inserting and deleting columns and rows
- Changing the appearance of worksheet data using a variety of formatting techniques
- Printing workbook contents

Microsoft Applications

Excel Level 2: Charting and Organizing Data

1 DAY



This intermediate course teaches students the skills necessary to create charts that graphically represent worksheet data. Topics include:

- Customizing charts by applying formatting
- Enhancing worksheets and charts using drawing tools to add graphic objects
- Sorting information in a list using the Data, Sort command
- Locating list information quickly by specifying conditions and applying filters

Prerequisite: *Excel Level 1* or equivalent knowledge

Excel Level 3: Advanced Functions

1 DAY



This course teaches students advanced Excel functions, data handling techniques, and time-savers. Topics include:

- Customizing toolbars and creating styles and templates
- Creating nested and decision-making functions
- Analyzing worksheet data by creating pivot tables
- Outlining and consolidating worksheets and analyzing data using the Scenario Manager
- Recording and modifying macros using the Virtual Basic Editor

Prerequisite: *Excel Levels 1 and 2* or equivalent knowledge

Excel: Basics

1/2 DAY



This course provides a refresher on basic Excel skills for users with little or no experience with basic calculations. Topics include:

- Exploring the user interface
- Entering data
- Saving and modifying a worksheet
- Performing basic calculations using formulas and functions

Prerequisite: *LearnLinc: Moving to Office 2007* or the *Office 2007— New Features* classroom training

Excel Data Sorting, Charts, Graphs, and Graphics

1/2 DAY



This course teaches students how to use Excel charting and graphics features with spreadsheet data to present data visually. Topics include:

- Creating and modifying charts
- Working with graphic objects
- Sorting data and filtering data

Prerequisite: *Basics level* or equivalent knowledge

Excel: Formatting Worksheets

1/2 DAY



This course teaches students how to add visual elements to a worksheet to make the data easier to understand. Topics include:

- Formatting a worksheet using borders, color, alignment, and styles
- Printing workbook contents, such as headers, footers, page margins, and page breaks

Microsoft Applications

Excel: Working with Formulas and Functions

1/2 DAY



This course teaches students how to create calculations in Excel using formulas and built-in Excel functions. Topics include:

- Creating formulas using cell and absolute references and built-in functions
- Calculating across worksheets
- Performing advanced functions

Moving to Excel 2007

1/2 DAY



This 1/2 day course identifies and demonstrates new features in Excel 2007. The training is intended for experienced Excel 2003 users needing to learn the primary changes in Excel 2007. Topics include:

- Exploring the Excel 2007 interface
- Working with spreadsheets
- Organizing data
- Applying formulas

LearnLinc: Excel Basics

2 HOURS



This virtual class provides a refresher on basic Excel skills for users with little or no experience with basic calculations. Topics include:

- Modifying a worksheet
- Performing calculations, such as formulas, functions, and absolute references
- Printing workbook contents, such as headers, footers, page margins, and page breaks

LearnLinc: Excel 2007— New Features

2 HOURS



This class identifies and demonstrates new features in Excel 2007. The training is intended for experienced Excel 2003 users needing to learn the primary changes in Excel 2007. Topics include:

- Exploring the Excel 2007 interface
- Organizing worksheet and table data
- Enhancing spreadsheets
- Customizing the Excel environment

LearnLinc: Excel Charts and Graphics

2 HOURS



This virtual class teaches students how to use charting and graphics features with spreadsheet data to present their data visually. Topics include:

- Creating and modifying charts
- Working with graphic objects

Prerequisite: *Excel Level 1* or equivalent knowledge

LearnLinc: Excel — Formatting Worksheets

2 HOURS



This virtual class teaches students how to add visual element to their worksheet to make data easier to understand. Topics include:

- Formatting a worksheet (borders, color, alignment, and styles)
- Printing workbook contents (headers, footers, page margins, and page breaks)

Prerequisite: *Excel Level 1* or equivalent knowledge

Microsoft Applications

LearnLinc: Using Excel Formulas and Functions

2 HOURS



This virtual class allows students to refresh their use of Excel formulas and built-in functions, two of the most essential features of Excel. Topics include:

- Syntax and order of operations
- Using cell and absolute references
- Creating formulas and using the built-in function equivalents of these formulas
- Troubleshooting formulas

Prerequisite: *Excel Level 1* or equivalent knowledge

ACCESS

Access Level 1: Creating and Using Database Elements

1 DAY



This introductory course teaches students the basic skills to begin creating and working with Access databases. Topics include:

- Understanding database concepts
- Designing and creating database tables
- Entering and manipulating data in tables
- Using queries to select and analyze information in a table
- Creating data forms for viewing and entering data
- Creating reports that summarize and group data

Access Level 2: Managing Relational Databases

1 DAY



This intermediate course teaches students techniques for creating and managing relational databases using Microsoft Access. Topics include:

- Establishing relationships between tables and enforcing referential integrity
- Techniques for maintaining data integrity
- Using different types of queries to extract data from multiple tables
- Methods for improving form design
- Customizing and formatting reports

Prerequisite: *Access Level 1* or equivalent knowledge

Access Level 3: Building Efficient Databases

1 DAY



This course teaches students advanced skills for working with databases, performing complex queries, and automating some of the database functions. Topics include:

- Generating advanced queries such as crosstab queries to summarize data
- Automating simple tasks by creating macros
- Making reports more concise and easier to understand by inserting charts and reformatting data

Prerequisite: *Access Levels 1 and 2*, or equivalent knowledge

Microsoft Applications

Access Level 4: Introduction to Application Development

1 DAY



This is the most advanced database development course in the Access course series. Students will learn to develop a database application from start to finish. Topics include:

- Planning and designing an application
- Navigating from one form to another in data-entry using a command button
- Automating a form using a macro group
- Creating and modifying a switchboard and splash screen
- Identifying elements of Visual Basic for application syntax and deciding where to place code
- Securing an application by creating a workgroup information file and setting a password

Access: Basics

1/2 DAY



This course provides an overview of Access, data management, and queries for users tasked with creating or updating databases. Topics include:

- Exploring the Access interface
- Designing and creating a database
- Adding/deleting records
- Updating data
- Sorting records

Access Queries, Forms, and Reports

1/2 DAY



Students taking this course should have an existing knowledge of tables, data structure, and queries. Topics include:

- Controlling data entry in a database
- Creating advanced queries
- Customizing reports

LearnLinc: Access Basics

2 HOURS



This virtual class provides basic Access instruction for users with little or no experience with Access databases. Topics include:

- Examining database concepts, navigating the environment, and understanding Access database objects
- Building a new database and creating tables and table relationships
- Entering, searching, deleting, and sorting table data

POWERPOINT

PowerPoint Level I: Introduction

1 DAY



This course introduces students to PowerPoint's text and graphics capabilities for preparing presentation visuals. Students will create and edit presentation slides, charts, and graphics. Topics include:

- Identifying on-screen features and navigating through a presentation
- Creating and editing bullet slides
- Incorporating clip art and WordArt objects into a slide
- Creating and editing charts
- Changing the overall appearance of a presentation
- Running a slide show and adding notes to a slide

Microsoft Applications

PowerPoint Level 2: Advanced

1 DAY



This course builds on basic PowerPoint skills, teaching students how to enhance presentations and work with objects from other Microsoft applications. Topics include:

- Exploring and creating presentation and design templates
- Working with diagrams and multimedia objects
- Building interactive presentations
- Packaging and delivering a presentation

Prerequisite: PowerPoint Level 1 or equivalent knowledge

PowerPoint: Basics

1/2 DAY



This course provides a refresher on basic PowerPoint skills for users with little or no experience in creating or delivering presentations. Topics include:

- Creating presentations
- Running presentations
- Adding visual elements to presentations

Moving to PowerPoint 2007

1/2 DAY



This 1/2 day course identifies and demonstrates new and advanced features in PowerPoint 2007. The training is intended for experienced PowerPoint 2003 users needing to learn the primary changes in PowerPoint 2007. Topics include:

- Exploring the PowerPoint 2007 Interface
- Creating and modifying a presentation
- Creating a custom slide layout
- Customizing a slide show

LearnLinc: PowerPoint — Creating Organization Charts

2 HOURS



This virtual class teaches students how to insert, edit, and manipulate organization charts in PowerPoint. Topics include:

- Opening PowerPoint and selecting a slide layout
- Inserting an organization chart
- Adding text to an organization chart
- Inserting and deleting shapes on an organization chart
- Changing alignment of shapes on an organization chart
- Saving an organization chart
- Copying an organization chart to Microsoft Word

LearnLinc: PowerPoint — Creating a Basic Presentation

2 HOURS



This virtual class teaches students how to create and deliver a basic PowerPoint 2007 presentation. Topics include:

- Exploring the PowerPoint 2007 environment
- Creating and editing a presentation
- Formatting text on slides
- Preparing to deliver a presentation.

Microsoft Applications

PROJECT

Project Level I

1 DAY



This introductory course teaches students the skills to begin using Project to plan project tasks, schedules, and resources. Topics include:

- Fundamentals of project management
- Starting a project in Project
- Outlining tasks and developing critical paths
- Adding and assigning resources
- Analyzing the project and resolving time restrictions
- Displaying project data
- Sorting and filtering data

VISIO

Visio Level I

1 DAY



This introductory course teaches students the skills to use Visio to create several types of diagrams and informational charts. Students will also learn shortcuts and use unique tools designed for each type of drawing. Topics include:

- An overview of Visio
- Directional maps, including stencils, shapes, and stacking
- Diagram skills and styles
- Flowcharts, organizational charts, and floor plans

INTERNET EXPLORER

Making the Internet Work for You

1/2 DAY



This course explores the ways in which the Internet can support your research efforts. Topics include:

- Understanding the Internet
- Using Internet Explorer features (including viewing a history of websites you have visited and creating a favorites list)
- Searching for information on the Internet

LearnLinc: Internet Explorer — Making the Internet Work for You

2 HOURS



This virtual class explores the ways in which the Internet can support your research efforts. Topics include:

- Understanding the Internet
- Using Internet Explorer features (including viewing a history of websites you have visited and creating a favorites list)
- Searching for information on the Internet

Adobe/Network Administration

Adobe

LearnLinc: Adobe Reader X — Using PDF Files

2 HOURS



This virtual class demonstrates the benefits of Adobe Reader and explains basic PDF file concepts.

Topics include:

- Introduction to the Adobe Reader X window
- Reviewing the Adobe Reader X toolbars
- Browsing and viewing a PDF file
- Finding and searching text
- Using the navigation pane
- Using thumbnails and bookmarks
- Additional Adobe Reader X features

Network Administration Training

LearnLinc: Using nyseWebstar

2 HOURS



This virtual class discusses and demonstrates the use of nyseWebstar, designed for staff who are members of the Local Security Administrators group, and for those who want to know how user, group, and computer accounts are managed in HSEN. Topics include:

- Understanding the connection with Active Directory
- Adding and managing user accounts (including ADM)
- Adding a new computer to the domain
- Using security groups

Technical Assistance

Customized technical assistance (TA) sessions focus on particular functions of a given software application, with a group of participants involved in a common project or with similar responsibilities specifying the topics they would like discussed in each session. For example, an Outlook TA session for three people might call for the instructor to demonstrate how to share electronic calendars in Outlook because people are having trouble scheduling meetings and appointments or seeing each other's calendars. A Word TA request might ask for training on designing mail merge documents for a mass mailing or creating Word templates that can be saved on the network and used by everyone in a unit.

Requests for technical assistance can include a list of topics to be covered in training. Alternately, our assessment group can provide assistance in determining the topics. After the list of topics is approved, PDP's training team determines the best order of presentation and structures the class to meet the trainees' stated needs, using a variety of materials and resources depending on the topics requested. The time spent on each topic depends on its complexity as well as the number of questions, if any, a topic elicits during the session. The training team can also work in conjunction with a local site contact to determine additional training topics.

Technical assistance sessions can follow a traditional classroom training model, where the instructor demonstrates how to perform a task and then the trainees practice the new skill, or can be highly dependent on trainee involvement with the classroom objectives. In the latter model, trainees might request help with a specific document or file used in their work. For example, in an Excel session, a trainee might bring an electronic copy of a challenging report/spreadsheet so the instructor can review it and troubleshoot the problem during class, showing trainees how the difficulty was resolved. The instructor presents personal best practices or tips regarding the software and may ask participants to do the same. Training topics can combine the use of different applications, such as generating a report from a proprietary database or system, and then converting the data to Excel for analysis.

Comprised of topics requested by trainees and/or their supervisors and determined in consultation with PDP, TA sessions provide targeted, customized instruction to meet the specific software application needs of staff.

Evaluation and Assessment

PDP's services include needs assessment and evaluation to support the emerging technology training needs of our government partners. Such activities are provided based on approval of our sponsors, OCFS Bureau of Training (BT) and OTDA Bureau of Training and Management Analysis (TAMA). PDP can conduct a customized assessment of an organization's training needs, using methods such as focus groups, surveys, personal interviews, and computerized simulations measuring knowledge and performance. These techniques are used to develop targeted training programs and curricula, assess long-term training objectives, and analyze gaps between current performance and desired performance levels.

Our assessment goals emphasize task analysis and performance assessment. We analyze current tasks performed by staff with an eye towards automating these tasks using PCs. We also examine staff's current abilities to use PC applications that perform these automated tasks. For staff using proprietary applications, task analysis plays a substantive role in developing learning objectives and system curriculum. Assessment work surrounding Microsoft Office competencies may indicate the need for skills that

are traditionally taught through a variety of training materials or application training, such as Microsoft Word Level 1 and Microsoft Word Level 2. A series of ½ day courses such as *Word: Document Review and Working Collaboratively* and *Formatting Excel Spreadsheets* were developed as the result of our assessment efforts, allowing trainees to pursue the precise course they need without requiring participation in multiple courses within or across applications. Some of the courses are now offered using LearnLinc, enabling staff to attend training from their office. The TrainingSpace course, *Moving to Office 2007*, enables staff to learn the latest Office 2007 skills around the clock, in an interactive, hands-on environment.

We actively evaluate existing courses, using Kirkpatrick's evaluation model to examine participant reaction, knowledge gain, and job impact or behavior change gained from training in order to improve training delivery and curriculum. The emphasis on close coordination among our evaluation and assessment, curriculum, and training teams will continue the high training standards for which PDP is noted.

New York State Proprietary Systems

In addition to Microsoft Office training, PDP provides a variety of training services for New York State proprietary systems. PDP regularly updates its catalog as new courses are created. Instructor-led classroom and LearnLinc training can be tailored to focus on specific user needs and roles. If you or your agency have the need for additional training to support the New York State proprietary applications noted here, please contact Ms. Armstrong of the OCFS BT staff at vivian.armstrong@ocfs.state.ny.us or Ms. Abbey of the OTDA TAMA staff at dawn.abbey@otda.state.ny.us.

PDP provides one-on-one training and technical assistance to state and local district staff to fulfill needs best met in a customized or individualized environment. This can include assistance on proprietary as well as Microsoft Office applications geared towards the specific interests of an individual, or assistance regarding the use of assistive technology for staff with visual impairments or other accessibility needs. In addition, PDP can provide customized sessions for senior/executive level staff or others with mission-critical requirements. Training is provided through classroom interaction, group sessions, 1:1 “elbow-training,” or LearnLinc. Please contact Ms. Armstrong or Ms. Abbey to request this specialized type of training support.

Adult Services Automation Project (ASAP)

1 DAY



The Adult Services Automation Project (ASAP) is an information system used to automate the intake and case management functions performed by Protective Services for Adults (PSA) caseworkers in the districts. This one-day session is intended for district staff and supervisors requiring training on ASAP. The training audience may include either users who are new to the system or those in need of a complete review. Topics include:

- Performing Intake
- Managing Caseloads
- Entering Progress Notes
- Recording Assessment Results
- Maintaining Case Information
- Entering Guardianship Information
- Searching for Case Information
- Running Reports

LearnLinc: ASAP — Managing Cases: Sorting and Filtering Caseload Information

2 HOURS



This two-hour LearnLinc course is intended for supervisors who would like to learn how to use ASAP to gather, organize, and analyze information in order to better manage their staff’s adult services cases. The focus is on sorting and filtering caseload information. Topics include:

- Using the Caseload window
- Sorting caseload information
- Filtering caseload information
- Printing caseload information

Prerequisite: *LearnLinc: Introduction to iLinc*

LearnLinc: ASAP — Managing Cases: Standard Reports and Help Topics

2 HOURS



This two-hour LearnLinc course is intended for supervisors who would like to learn how to use ASAP to gather, organize, and analyze information in order to better manage their staff’s adult services cases. The focus is on developing standard reports and using help topics in ASAP. Topics include:

- Creating and running all ASAP standard reports
- Using ASAP standard reports to analyze data
- Using ASAP Help topics to search for ASAP-specific instruction

Prerequisite: *LearnLinc: Introduction to iLinc*

New York State Proprietary Systems

LearnLinc: Automated Hiring Process System (AHP)

2 HOURS



This virtual class teaches students how to use the OCFS OHR Automated Hiring Process (AHP) system. The AHP system is replacing the current paper-based process. This course is strongly recommended for all liaisons tasked with creating fill and reclassify requests and tracking their status. In addition to lecture and hands-on activities, an overview of the entire submission and approval process will be demonstrated during the class. Topics include:

- Accessing and navigating the AHP system
- Viewing the history and status of existing fill, reclassify, and classify requests; creating new fill and reclassify requests and submitting for approval
- Sorting and searching for records; and exporting AHP data to Microsoft Excel

Prerequisite: *LearnLinc: Introduction to iLinc*

Child Care Facility System (CCFS): Comprehensive Overview for Licensors/Registrars

2 DAYS



Participants in this two-day course will enter an initial application for a family day care facility scenario and follow this facility through a typical facility life-cycle in CCFS. Topics include:

- Process an Initial Application
- Conduct an Initial Inspection and Application Registration Review
- Renew a License/Registration
- Record Complaint and Inspection
- Process Safety Assessments

CCFS: Using CCFS to Process Enrollment Information (Legally Exempt)

1 DAY



This one-day course provides instruction on the use of the CCFS Enrollment module to process and track enrollment information for legally-exempt providers in New York State. Topics include:

- Accessing CCFS
- Searching Provider Records
- Conducting the Intake Phase
- Conducting a Preliminary Review and Recording a Temporary Enrollment Decision
- Performing a Full Review
- Processing Re-enrollment Information
- Maintaining Information for Enrolled Providers

LearnLinc: CCFS Special Topics: Fingerprint Waivers and Mass Expungements

2 HOURS



This virtual class explores CCFS for licensing and registration staff. Topics include:

- Fingerprint waiver process
- Mass expungement process

New York State Proprietary Systems

Note: Through its experience with training CCFS users, PDP has identified Microsoft topics that would enhance use of this system. For example, using Excel to filter and sort CCFS reports is much more effective than searching for particular data/report information via scrolling through a report list. Customized technical assistance sessions for users to enhance their Microsoft or CCFS skills can be developed for you. See the Microsoft Applications and Technical Assistance sections of this catalog for further information. You can also contact DCCS staff or Ms. Armstrong of the BT staff at vivian.armstrong@ocfs.state.ny.us if you have a CCFS training need or suggestion for a new training course.

LearnLinc: CCFS — Using Help Topics

2 HOURS



This course provides an in-depth look at the Help functions associated with CCFS. Topics include:

- Accessing the Help topics
- Topic Structure
- Types of Links
- Navigating with the Contents Feature
- Navigating with the Search Feature
- Using the Glossary
- Printing Topics

Also covered is the individualized nature of the Help files and how to best make them work for you.

LearnLinc: Tablet Application Training for CCFS Field Staff

2 HOURS



This virtual class is intended for CCFS users who have been issued a Lenovo ThinkPad X201 tablet with Microsoft Office 2010 products pre-loaded on the device. Topics include:

- Basic information regarding the Windows 7 operating system
- OneNote 2010, Word 2010, and Outlook 2010 basics
- Taking notes using the tablet and OneNote 2010
- How to move notes into Word 2010
- Changes found in the Outlook 2010 upgrade

Prerequisite: You must have a **Lenovo ThinkPad X201 tablet with Windows 7 and Microsoft Office 2010 installed. It is expected that you will participate in the LearnLinc class using the tablet.**

Cognos 8 Report Studio

VARIOUS DURATIONS



Cognos 8 Report Studio is a web-based tool that report authors use to build sophisticated reports against multiple databases or reporting environments. This course allows students to become familiar with the Report Studio environment and have several hands-on opportunities to practice authoring various list and crosstab reports, including a summary report and a drill-through report. The audience for this training consists of OCFS, OTDA, and local district report writers and authors who are responsible for fulfilling requests for basic reports and ad-hoc reports, including list reports, drill-through reports, and crosstab reports.

Training courses include:

- Cognos 8 Report Studio for CCFS Users: An Overview (1/2 day)
- Cognos 8 Report Studio for CCFS Users: Ad Hoc Reporting (1/2 day)
- Cognos 8 Report Studio for Central SOS Users (1 day)

New York State Proprietary Systems

- Cognos 8 Report Studio for WRTS Users (1 day)
- Cognos 8 Report Studio for OCFS Data Warehouse Users (1 day)

Requirement: You must obtain a Report Studio license and access prior to attending this training. Consult the Cognos 8 Project Administrators page on TrainingSpace at <http://www.trainingspace.org/cognos/projectAdmin.cfm> for additional information.

Recommended prerequisites: Knowledge of your agency's needs for data reporting; experience using a Windows operating system; experience using a Web browser; and completion of the Report Studio computer-based training (CBT) prior to attending. Go to <http://www.trainingspace.org/cognos/default.cfm> to access the CBT.

Note: PDP can also provide additional training or technical assistance on the use of the Cognos 8 environment as well as its use against other Cognos repositories. Please contact Ms. Armstrong of the OCFS BT staff at vivian.armstrong@ocfs.state.ny.us or Ms. Abbey of the OTDA TAMA staff at dawn.abbey@otda.state.ny.us to request these types of training support.

Contract Management System (CMS)

3 HOURS



PDP provides training for staff who need to manage or research contracts within OCFS' automated Contract Management System (CMS). Training addresses the roles of different users within CMS, and focuses on various aspects of the contract life cycle, including contract development, contract management (including budget modifications, program report processing, and expenditure processing), amendments, and renewals. Training includes customized classroom training and technical assistance on CMS for specific workgroups within OCFS, as well as classes for approved OCFS contractors.

Note: OCFS staff should contact Alyce Porter of the Bureau of Contract Management staff at alyce.porter@ocfs.state.ny.us. Contractors in need of additional training or technical support should contact their OCFS program manager.

New York State Proprietary Systems

Juvenile Detention Automated System (JDAS): User Training and User Training with Claims

1 DAY



JDAS is supported by the OCFS Division of Juvenile Justice and Opportunities for Youth (DJJOY). There are two versions of the one-day JDAS training. Both are user training intended for new users of the system, but the *User Training with Claims* course has an additional claims management* component. Topics include:

- Understanding JDAS
- Access youth data records
- Performing admissions
- Entering supplemental youth information and case releases
- Generating reports
- Entering 45 Day reasons for reporting
- *Claims management (focusing on creating, reconciling, and submitting a claim)

Juvenile Justice Information System (JJIS)

1 DAY



JJIS is an information system used to automate the intake and case management functions performed by Division of Juvenile Justice and Opportunities for Youth (DJJOY) facility and Community Multi-Services Offices (CMSO) staff.

This one-day session is intended for facility and CMSO case managers and clinicians, and other staff who do data entry for those functions, that require training on JJIS case management practices. Topics include:

- Introduction to JJIS Case Management
- Initial Case Management Tasks for Facility Staff
- Ongoing Case Management Tasks for Facility and CMSO Staff
- Pre-Release Tasks for Facility and CMSO Staff
- Case Management Reports

Welfare-To-Work Caseload Management System (WTWCMS)

WTWCMS User Training



2 DAYS

This training provides instruction on how to perform functions on the Welfare-To-Work Caseload Management System (WTWCMS) based on assigned system roles. Depending on the function of the participant, training topics may include:

- An overview of the WTWCMS functional components and user roles
- Working with WTWCMS folders
- Creating and maintaining district and user information
- Processing referrals
- Managing local administration of programs, activities, and supportive services

WTWCMS Administrator Training



1 DAY

This training focuses on the Administrator functions in WTWCMS. It is intended for WTWCMS Administrators, as well as WTWCMS Users who are responsible for knowing how WTWCMS records are used in their organization, in order to support their WTWCMS Administrator. The training is beneficial for new staff as well as those needing a refresher. The efforts to update and maintain an efficient WTWCMS database are critical for the anticipated system upgrade. This course assists trainees in making the steps to add and revise necessary data and records. Topics include:

- Creating and maintaining district and provider user information
- Managing local administration of programs, activities, and supportive services
- Creating and maintaining provider directories
- Completing referrals and enrollments using the Provider Directory
- Searching for data in WTWCMS

Training and Reference Materials

Note: Customized training and technical assistance are also available for WTCMS users. Please contact Ms. Abbey of the OTDA TAMA staff at dawn. abbey@otda.state.ny.us to request these types of training support.

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Training and Reference Materials

Accessing Proprietary Applications Quick Reference Guide

Many New York State applications are proprietary and restrict access to a select group of users. Although you may already be logged on to a computer on the State network, you will still be prompted to enter a login and password when accessing a restricted application. The Accessing Proprietary Applications quick reference guide explains how to access browser-based applications that require you to enter account information using a New York State Directory Services (NYS DS) account. This guide supports both OCFS and OTDA systems.

Information Security Awareness Reference Guide

OTDA is mandated by federal and state requirements to provide its agency workforce with information security training. As part of the ongoing efforts to meet this requirement and address staff requests for such training, the OTDA Information Security Awareness Training (ISAT) online training course is available on OTDA's web-based training center, Training Space: www.TrainingSpace.org. This Information Security Awareness User Reference Guide is a companion to the online training course. It emphasizes the importance of information security and provides a fundamental overview of your responsibilities when using OTDA information assets and handling confidential and sensitive information. It covers policies, procedures, and best practices that help assure privacy and confidentiality, secure systems, and protect OTDA information assets from unauthorized access, inappropriate use, loss, damage, and accidental and/or malicious information security breaches.

Jobs Reporting System (JRS) Reference Guide

The Jobs Reporting System (JRS) is a statewide online reporting system used by Jobs Program staff working for OTDA. JRS maintains information detailing the services and activities provided to participants of the Jobs Program, intake/assessment information including work histories, and

Training and Reference Materials

participant case comments and employments. The JRS reference guide instructs JRS users how to search, create, enter, and update participant records and information.

Leave and Accrual Tracking System (LATS) Computer-Based Training


The Office of Human Resources (OHR) maintains a web-based system entitled the Leave and Accrual Tracking System (LATS). LATS is an electronic timesheet that tracks employee leave, attendance, and labor distribution for OCFS staff. Its functionality allows staff to easily record time and leave taken, record changes in work schedules, and submit time records to their supervisors for approval. The LATS computer-based training (CBT) is an online training tool that instructs LATS users how to start using the system; record time, overtime hours and meals, timesheet notes, leave taken, and holidays worked; submit a timesheet, view a timesheet and accrual summaries; print a timesheet; and perform supervisor functions (if appropriate). The CBT is located on the NYS Intranet at: <http://ocfs.state.ny.net/admin/ohr/lats/>

Note: To obtain a copy of any of these training materials, please contact Ms. Armstrong of the OCFS BT staff at vivian.armstrong@ocfs.state.ny.us or Ms. Abbey of the OTDA TAMA staff at [dawn.abbey@otda.state.ny.us](mailto:abbey@otda.state.ny.us) as appropriate.

Lenovo ThinkPad Tablet Users Reference Guide

The *Reference Guide for Lenovo ThinkPad Tablet Users* is a user-friendly reference that will assist you in using your Lenovo ThinkPad X201 tablet. The following is a list of key topics covered in detail in the guide.

- Basic Care
- Lenovo ThinkPad Configurations
- Components and Accessories
- Power
- Using the Tablet
- Internet Access
- Outlook Web Access
- Child Care Facility System (CCFS)
- Internet Resources



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