

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 contractual agreement with NYS Office of Children and Family Services/Bureau of Training and NYS Office of Temporary and Disability Assistance/Bureau of Training and Management Analysis.

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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.

Prerequisite

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 LearnLinc classes are offered every Tuesday morning, Thursday afternoon, and Friday morning.

NEW COURSE!

Outlook 2007: Contacts and Distribution Lists

This teaches students how to create and edit contacts and distribution lists in Outlook 2007. Topics include:

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

FEATURED COURSES

Moving to Office 2007

This 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

Recommended for all MS Office users

Moving to Outlook 2007

This 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

Moving to Word 2007

This class provides instruction on 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

Excel 2007 – New Features

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

Class Time

All courses are AM (10am-noon) or PM (1:30-3:30 pm).

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.

State 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>. LearnLinc courses can be found under Statewide Training.

LearnLinc courses are listed in STARS and on the BT website with the prefix LL and also MS if it is a Microsoft Office class.

Questions?

If you have any questions regarding LearnLinc classes, please contact Dan Faulk at dfaulk@pdp.albany.edu or 518-956-7818.

Date	Course	Time
1	Accessing Email Using the Internet & Email Etiquette	PM
1	Excel 2007 - Basics	PM
2	Outlook 2007 - Calendars	AM
2	PowerPoint 2007: Creating a Basic Presentation	AM
7	AHP - Automated Hiring Process: System Overview	PM
7	Moving to Office 2007	PM
8	Adobe Reader - Using PDF Files	AM
8	Moving to Outlook 2007	AM
8	Moving to Word 2007	PM
9	Excel 2007 - New Features	AM
9	Excel 2007 - Formatting Worksheets	PM
10	Moving to Office 2007	AM
13	Excel 2007 - Basics	PM
14	Excel 2003 - Basics	AM
14	Excel 2007 - Formulas and Functions	AM
14	Excel 2003 - Using Formulas & Functions	PM
14	Excel 2007 - New Features	PM
15	Moving to Office 2007	AM
15	Outlook 2007 - Calendars	AM
15	Accessing Email Using the Internet & Email Etiquette	PM
15	Word 2007 - Formatting for Reports and Manuals	PM
16	AHP - Automated Hiring Process: System Overview	AM
16	Word 2003 - Creating & Using Forms	AM
16	Moving to Outlook 2007	PM
16	Word 2003 - Creating & Using Templates	PM
17	Excel 2007 - Formatting Worksheets	AM
17	Moving to Word 2007	AM
20	Excel 2007 - New Features	PM
21	Outlook 2007: Contacts and Distribution Lists	AM
21	Moving to Outlook 2007	PM
22	Moving to Word 2007	AM
22	Excel 2007 - Basics	PM
23	Moving to Office 2007	AM
23	Excel 2007 - New Features	PM
24	Outlook 2007 - Calendars	AM
27	Moving to Office 2007	PM
28	Moving to Outlook 2007	AM
28	PowerPoint 2007: Creating a Basic Presentation	AM
28	Excel 2007 - Basics	PM
28	Excel 2007 - Formulas and Functions	PM
29	Adobe Reader - Using PDF Files	AM
29	Outlook 2003 - E-mail	AM
29	Accessing Email Using the Internet & Email Etiquette	PM
29	Outlook 2003 - Calendars	PM
30	Moving to Word 2007	AM
30	Outlook 2007 - Calendars	AM
30	Outlook 2007: Contacts and Distribution Lists	PM
30	Word 2007 - Formatting for Reports and Manuals	PM