

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.

If you want to change distribution information for your organization (such as adding or deleting names of recipients), please contact Timothy J. Buddenhagen at tbuddenhagen@pdp.albany.edu or 518-956-7820.

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.

Class Time

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

Training Format

All courses presented utilizing 2003 version of MS Office except *Moving to Office 2007*.

NEW 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

Outlook 2003 – Contacts and Distribution Lists

This class teaches students how to create and edit contacts and distribution lists in Outlook 2003. Topics include:

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

Word 2003 – Creating and Formatting Documents

This virtual class teaches students how to use Word 2003 to create, edit, and format a basic document. Topics include:

- Creating, saving, and printing a basic Word 2003 document
- Identifying and using the Word 2003 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

See page 2 of this newsletter for classes scheduled in March

PDP is currently developing other Classes for Microsoft Office 2007. Courses currently available for the 2003 version will also be available for the 2007 version.

Questions?

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

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 Announcement website, at <http://emerald/TrnAnnounce/ta.cfm>.

LearnLinc courses are listed in STARS with the prefix *LL* and also *MS* if it is a Microsoft Office class. For example, the newsletter indicates *Excel - Basics*, which is listed in STARS as *LL: MS Excel 2003 – Basics*.

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.

Date	Course	Time
1	Excel - Basics	PM
1	Outlook - E-mail	PM
2	Excel - Charts and Graphics	AM
2	Outlook - Calendars	AM
2	Excel - Design Considerations & Navigation Techniques	PM
3	Excel - Formatting Spreadsheets	AM
3	Outlook - Advanced E-mail Functions	AM
3	Excel - Using Formulas & Functions	PM
3	Using nyseWebstar	PM
4	Excel - Basics	AM
8	Internet Explorer 7 - Making the Internet Work for You	PM
8	Word - Performing Mail Merges	PM
9	CCFS - Special Topics	AM
9	Word - Formatting for Reports and Manuals	AM
10	Excel - Basics	AM
10	Word - Creating & Using Forms	AM
10	Excel - Using Formulas & Functions	PM
10	Word - Creating & Using Templates	PM
11	Excel - Charts and Graphics	AM
11	CCFS - Using Help Topics	PM
12	Excel - Design Considerations & Navigation Techniques	AM
12	Word - Using Tables	AM
15	Excel - Basics	PM
15	Word - Performing Mail Merges	PM
16	Excel - Charts and Graphics	AM
16	PowerPoint - Creating Organization Charts	AM
16	Excel - Design Considerations & Navigation Techniques	PM
16	Accessing Email Using the Internet & Email Etiquette	PM
17	Excel - Formatting Spreadsheets	AM
17	Adobe Reader – Using PDF Files	AM
17	Excel - Using Formulas & Functions	PM
17	Outlook - Calendars	PM
18	Excel - Basics	AM
18	Outlook - E-mail	AM
18	Internet Explorer 7 - Making the Internet Work for You	PM
18	Outlook - Advanced E-mail Functions	PM
19	PowerPoint - Creating Organization Charts	AM
19	Accessing Email Using the Internet & Email Etiquette	AM
22	Moving to Office 2007	PM
23	Moving to Office 2007	AM
23	Moving to Office 2007	PM
24	Word - Creating & Using Forms	AM
24	Word - Creating & Using Templates	PM
25	Word – Creating and Formatting Documents	AM
25	Moving to Office 2007	PM
26	Word - Formatting for Reports and Manuals	AM
29	Moving to Office 2007	PM
29	Adobe Reader – Using PDF Files	PM
30	PowerPoint - Creating Organization Charts	AM
30	Moving to Office 2007	AM
30	Adobe Reader – Using PDF Files	PM
30	Outlook - Contacts and Distribution Lists	PM
31	Using nyseWebstar	AM
31	Moving to Office 2007	AM
31	Accessing Email Using the Internet & Email Etiquette	PM
31	Word – Creating and Formatting Documents	PM