

ITD NEWS

State of Iowa
Information Technology Department
Hoover State Office Building – B Level
Des Moines, Iowa 50319

Richard J. Varn, Chief Information Officer

ITD NEWS Mar/Apr 2002

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New Online Courses Offered

The following courses are now available through Knowledge Access.

[Microsoft Systems Management Server 2.0 XML](#)
[Macromedia Dreamweaver 4 System and Database Design](#)

ITD has available online courses on many subjects. Access to these courses is available 24 hours a day, 7 days a week, from home or office. Please go to the Knowledge Community website listed below. Then click on Knowledge Access to access the course descriptions, directions, enrollment forms, prices, or Go to Courses (must have an ID).

<http://www.infoweb.state.ia.us/knowledgecomm>.

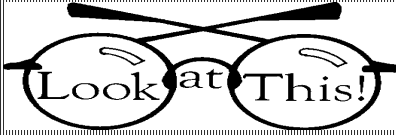
Call Bruce Hupke at 281-6984 if you need more information.

Excel Made Easier

In Excel, rather than typing data in cells. You can set up for a cell, or range of cells, a dropdown list that allows you to choose data from valid entries you create. (All without creating a macro.)

Here is how you do it.

On the same sheet, where you want the drop down list, in a single unused column, type the valid entries in separate cells. Then select the cell or cells that will contain your dropdown list. Choose Data/Validation, and select the Settings tab. From the Allow dropdown list, select List. In the Source box, select or enter the range address of the valid entries list you created. Make sure the In-cell dropdown box is selected. Then click OK. Call Bruce if you want help setting this up.

|  | |
|---|--|
| 2 | - Instructor Led Training Schedule |
| 3 | - March and April Calendar - Sneak Peek at future Courses |
| 4 | - Enrollment Form |



Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984

PC Skills**MS OFFICE*****ACCESS LEVEL 1***

This hands on class will provide the skills you need to create, update, query, and report from an ACCESS 97 database. Students will know proper database planning and design principals. You will learn database concepts and terminology by working with ACCESS databases. A workbook and exercises will be included to reinforce learning.

Prerequisite: Basic Windows or similar experience

Access Level 1

\$115 **Course: PC808**

May 22 8:30 – 4:00

23 8:30 – 12:00

Enrollments close: May 11

Aug 28 8:30 – 4:00

29 8:30 – 12:00

Enrollments close: Aug 16

Hoover 'B' Level/Learning Center 2

EXCEL LEVEL 1

This hands on class will provide the skills you need to create, update, format and maintain a basic EXCEL spreadsheet. The class will work with ranges and various financial and statistical functions. Exercises will be included to reinforce learning. A workbook and a data diskette are provided.

Prerequisite: Basic Windows or similar experience

Excel Level 1

\$115 **Course: PC708**

Apr 24 9:00 – 4:00

25 9:00 – 12:00

Enrollments close: Apr 12

Aug 21 9:00 – 4:00

22 9:00 – 12:00

Enrollments close: Aug 9

Hoover 'B' Level/Learning Center 2

ACCESS LEVEL 2

This hands-on class will enhance the ACCESS skills you learned in Basic ACCESS class. You will create tables, forms and reports using advanced techniques. Class will learn the principles of table design, table relationships, normalizing data, and referential integrity. Advanced query, form, and report design techniques will be covered.

Prerequisite: Basic Microsoft ACCESS class

Access Level 2

\$115 **Course: PC818**

Mar 20 8:30 – 4:00

21 8:30 – 12:00

Enrollments close: Mar 8

Hoover 'B' Level/Learning Center 2

EXCEL LEVEL 2

This hands-on class will provide the skills you need to create, modify, and customize EXCEL charts. Drawing tools will be used to enhance worksheets and charts. You will use advanced sorting techniques for locating and managing information. Class will work with an Excel database. You will learn the querying capabilities of EXCEL.

Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience

Excel Level 2

\$115 **Course: PC718**

TBA 9:00 – 4:00

9:00 – 12:00

Enrollments close: May 10

Hoover 'B' Level/Learning Center 2

BUSINESS OBJECTS INFOVIEW

InfoView is a web based report creating and viewing software. This hands-on Introduction to InfoView will teach students to create several types of reports. Included in reports students will create are: calculations, sorting, grouping, breaking, conditions, crosstab and bar charts. Also formatting a report. Students will learn to send /receive and publish reports. Students in class will do report drilling.

Prerequisite: Basic Windows or similar experience

InfoView

\$50 **Course: UT501**

Apr 17 9:00 – 12:00

Enrollments close: Apr 8

Hoover 'B' Level/Learning Center 2

Please Remember Enrollment in a class must be canceled at least 3 working days prior to the start of the class. If you cannot attend, substitutions can be made. Cancellations after the 3-day limit, except for illness, will be charged to the department. ITD Education reserves the right to cancel a class because of low enrollments. The determination of whether to hold the class or not will be made no later than three days before the session. Any enrollee will be scheduled into the next session.

Mar 2002

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-------------------------------------|--------------------------------------|-------------------------------------|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 Access Level 1 8:30 – 4:00 | 8 Access Level 1 8:30 – 12:00 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 Access Level 2 8:30 – 4:00 | 21 Access Level 2 8:30 – 12:00 | 22 | 23 |
| / | 25 | 26 | 27 | 28 | 29 | 30 |

Apr 2002

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-------------------------------------|-------------------------------------|--------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 Infoview 9:00 – 12:00 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 Excel Level 1 9:00 – 4: 00 | 25 Excel Level 1 9:00 – 12:00 | 26 | 27 |
| 28 | 29 | 30 | | | | |

Sneak Peak: Access Level 1 May 22, 23

Excel Level 1 Aug 21, 22

Access Level 1 Aug. 28, 29



ENROLLMENT FORM

Customer Liaison Division
Education/Multi-Media Team

INSTRUCTIONS: List each person only once. To the left of the name, in the grid provided, indicate which session(s) or class that person is to be enrolled.

Please call Bruce Hupke @ 281-6984
(Email: Bruce.Hupke@its.state.ia.us)
If you have any questions.

* **Please use these open columns to list those of our regular courses that you do not see included in the current offerings.**
Enrollees will be added to the respective waiting list.
We use this to assess demand for scheduling future sessions.

Access Level 1 (PC 808) 5/22-23
Access Level 1 (PC 808) 8/28-29
Excel Level 1 (PC 708) 4/24-25
Excel Level 1 (PC 718) 8/21-22
Access Level 2 (PC 818) 3/20-21
InfoView (UT 501) 4/17
*

| | | | | | | | Name | SSN | Telephone |
|--|--|--|--|--|--|--|------|-----|-----------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Your department will be charged for cancellations made within three (3) days of the scheduled class.

Agency / Department _____ Date _____

Authorized Signature _____ Telephone _____

Training Liaison Signature _____ Telephone _____
(if required)

Mailing Address:
Information Technology Department
Education Section
Hoover Building – Level B
Des Moines, IA 50319-0141

Fax number: (515) 281-6137