ITE Education News

State of Iowa
Department of Administrative Services (DAS)
Information Technology Enterprise (ITE)
Hoover State Office Building – B Level
Des Moines, Iowa 50319

John Gillispie, ITE Director

MySmartForce Online Course List

E-mail or call and we can send you a list of high level IT course content and enrollment form. For a complete list of actual IT courses, IT course outlines, or to demo an online IT course, go to www.skillsoft.com.

For questions or more information contact Bruce Hupke at 515/281-6984 or e-mail at bruce.hupke@iowa.gov.

WORD Tip

Is your My Documents folder getting cluttered with all those Word documents? You may need to create another folder to store and organize your documents. If you create a new folder and want to make it your default folder, this is how you can do it. While in WORD, click on Tools in the Menu bar. Then from the list choose Options. In the Options dialog box, click on the File Locations tab. Then under File Types: be sure Documents is selected, click on Modify, browse to the folder location you want as your default. Click OK and OK again. When you chose File and Open, Word will look in new your default folder.
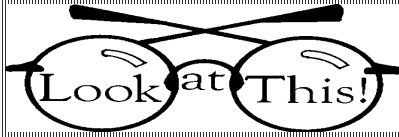
It is True!

Again, we must say many State of Iowa Employees are taking advantage of MySmartForce, ITE's Online Learning Management System.   We would like to congratulate those who have stepped into the world of e-Learning. And thanks to those for the great feedback you have given us about the new Learning Management System (LMS).

Did you know…

in MicroSoft Excel, you can quickly copy data down a column, try double-clicking on the fill handle. Excel will automatically copy down the current column, and stop at the last non-blank cell in the preceding column.

2	-	Instructor Led Training Schedule
3	-	July and August Calendar
	-	Sneak Peek at Future Courses
4	-	Enrollment Form

Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984
Bruce.Hupke@iowa.gov

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 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* **Aug 20**　　　　　　　　8:30 – 3:30 　　**21**　　　　　　　　8:30 – 12:00 or **Oct 28**　　　　　　　　8:30 – 3:30 　　**29**　　　　　　　　8:30 – 12:00 Enrollments close:　　　　　Oct 17 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* **Aug 27**　　　　　　　　9:00 – 3:30 　　**28**　　　　　　　　9:00 – 12:00 Enrollments close:　　　　　Aug 15 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.　　Including data validation, input masks, concatenation, combo boxes and subforms. **Prerequisite: Basic Microsoft ACCESS class**	*Access Level 2* *$115*　　　　　　　*Course: PC818* **Nov 13**　　　　　　　　8:30 – 3:30 　　**14**　　　　　　　　8:30 – 12:00 Enrollments close:　　　　　Nov 3 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 – 3:30 　　　　　　　　　　　9:00 – 12:00 Enrollments close: 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* **TBA**　　　　　　　　9:00 – 12:00 Enrollments close:　　　　　N/A 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. ITE 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.

July 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 **Independence Day**	5
6	7	**8**	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2003

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

Sneak Peak: **Access Level 1   Oct. 28-29**   **Access Level 2   Nov 13-14**

ENROLLMENT FORM

ITE
Information Technology Enterprise

Customer Liaison Division
Education

<u>INSTRUCTIONS</u>: **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@iowa.gov**)
If you have any questions.

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

Access Level 1 (PC 808) 8/20-21	Access Level 1 (PC 808) 10//28-29	Excel Level 1 (PC 708) 8/27-28	Excel Level 2 (PC 718) TBA	Access Level 2 (PC 818) 11/13-14	* InfoView (UT 501) TBA	*	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 Enterprise
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                              Hoover Building – Level B
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