

# 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, Chief Operating Officer, ITE*

## Access to Excel Tip

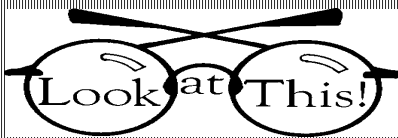
You may copy a Access table to Excel by selecting (not opening) an the Access table from the database window. On the toolbar there is an OfficeLinks tool. Click this tools dropdown arrow and then select Analyze It with MS Excel. The access table you had selected will be opened in a new Excel Workbook. The Access table field names will be used as headers in the Excel spreadsheet. The spreadsheet is not dynamically linked to the original Access table. In other words, changes to the original Access table will not be reflected in your spreadsheet. The spreadsheet would be a point and time copy of the Access table.



## 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](http://www.skillsoft.com).

For questions or more information contact Bruce Hupke at 515/281-6984 or e-mail at [bruce.hupke@iowa.gov](mailto:bruce.hupke@iowa.gov).

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

## Did you know...

in MicroSoft Word, you can quickly select the entire document by pressing CTRL and the A key together. CTRL-A will select the entire document no matter where you currently are in the document.

## Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984  
[Bruce.Hupke@iowa.gov](mailto: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: PC801**  
**Nov 13** 8:30 – 3:30  
**14** 8:30 – 12:00  
 Enrollments close: Nov 3  
 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: PC701**  
**Jan 14** 9:00 – 3:30  
**15** 9:00 – 12:00  
 Enrollments close: Jan 2  
 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: PC811**  
**Dec 9** 8:30 – 3:30  
**10** 8:30 – 12:00  
 Enrollments close: Nov 28  
 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: PC711**  
**Jan 28** 9:00 – 3:30  
**29** 9:00 – 12:00  
 Enrollments close: Jan 9  
 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.

### September 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day	2	3	4	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				

### October 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	21	22	23	24	25
26	27	28	29	30	31	

Sneak Peak: Access Level 1 Nov 13,14  
Excel Level 1 Jan 14,15

Access Level 2 Dec. 9,10  
Excel Level 2 Jan 28,29



# ENROLLMENT FORM

ITE  
Education

**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@iowa.gov](mailto:Bruce.Hupke@iowa.gov))

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 801) 11/13-14  
Access Level 2 (PC 801) 12/9,10  
Excel Level 1 (PC 701) 01/14-15  
Excel Level 2 (PC 711) 01/28-29  
\* 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)

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Education Section  
Hoover Building – Level B  
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**Fax number:** (515) 281-6137