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

Free Online Learning for a Month

ITE is offering free access to MySmartForce, ITE's Online Learning System. All you have to do is take one of our Access or Excel Instuctor Led Courses which are listed on the next page. During the class, students will receive a form to fill out. Once the form is completed, the student will be issued an ID and password that will allow them to access all of the MicroSoft Office courses for 1 month.   This would include all courses from Beginning to Advanced in Word, Access, Excel, and PowerPoint in both Office 2000 and XP.   There is also an Outlook and some FrontPage courses included.   Take advantage of this offer while you can.

If you have any questions about this offer feel free to contact Bruce at 281-6984 or e-mail me at bruce.hupke@iowa.gov.

Excel Tip: Copying Cells to another Worksheet

Select the cell(s) you want to copy to another worksheet. Hold down the Ctrl and the Alt key. Point to the border of the selected cell(s) and then click and hold the mouse button down. Drag the selected cell(s) to the worsheet tab you want to paste the cells into. Don't let off the mouse button yet. Excel will take you to the worksheet. Then place the selected cell(s) where you desire in the worksheet and release the mouse button. Note: If you don't use the Ctrl key you will be moving the cell(s) rather than copying.
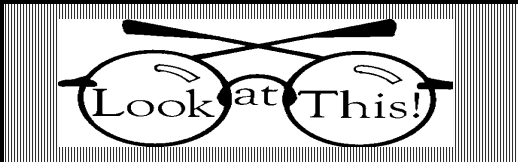
Online Learning

MySmartForce is fully functional and being used by many State Employees. We can come to your meeting or user group to demonstrate the benefits of this Learning Solution. Please feel free to call Bruce at 281-6984 or e-mail me at. bruce.hupke@iowa.gov.

MySmartForce Online Course List

E-mail or call and we can send you a list of high level IT course content and an 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.

Look at This!

2	-	Instructor Led Training Schedule
3	-	January and February 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: PC801***
	Feb 11 8:30 – 3:30
	   12 8:30 – 12:00
	Enrollments close: Jan 31
	Hoover 'B' Level/Learning Center 2
	Plus Free Online Learning for 1 Month

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 15 9:00 – 3:30
	   16 9:00 – 12:00
	Enrollments close: Jan 5
	Hoover 'B' Level/Learning Center 2
	Plus Free Online Learning for 1 Month

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 data access pages.
Prerequisite: Basic Microsoft ACCESS class
	Access Level 1
	$115 ***Course: PC811***
	Apr 27 8:30 – 3:30
	   28 8:30 – 12:00
	Enrollments close: Apr 16
	Hoover 'B' Level/Learning Center 2
	Plus Free Online Learning for 1 Month

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 27 9:00 – 3:30
	   28 9:00 – 12:00
	Enrollments close: Jan 16
	Hoover 'B' Level/Learning Center 2
	Plus Free Online Learning for 1 Month

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*** **Jan 13** 10:00 – 2:00 **Jan 27** 10:00 – 2:00 Enrollments Closed Location: IWD Special sessions for IWD

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.

January 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day Holiday	2	3
4	5	6	7	8	9	10
11	12	13	14	15 Excel Level 1 9:00 – 3:30	16 Excel Level 1 9:00 – 12:00	17
18	19	20	21	22	23	24
25	26	27	28 Excel Level 2 9:00 – 3:30	29 Excel Level 2 9:00 – 12:00	30	31

February 2004

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

Sneak Peak: **Excel Level 1 April 7, 8**   **Access Level 1 Apr 27, 28**   **Access Level 2 May 12, 13**

ENROLLMENT FORM

ITE

Information Technology Enterprise

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**)
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.

Excel Level 1 (PC 701) 01/15-16	Excel Level 2 (PC 711) 01/28-29	Access Level 1 (PC 801) 02/11-12	Access Level 1 (PC 801) 04/27-28	Access Level 2 (PC 811) 05/12-13	Excel Level 1 (PC 701) 04/7-8	* 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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