State of Iowa

Information Technology Department

Hoover State Office Building – B Level

Des Moines, Iowa 50319

*Richard J. Varn, Chief Information Officer*

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###### **Managing Technology Series**

**On the Radar…**

Let the State of Iowa's Managing Technology Series give you a good jolt of technical skills and know-how. Sessions will be both informative and interactive. Come for the information and take advantage of the opportunity to network with other State of Iowa employees and discover how they are using various technologies. Get your technology thoughts on the radar and register today for the 2001-2002 Managing Technology Series!

Intended Audience: Sessions are geared for managers, supervisors, or anyone responsible for deciding how technology interfaces with work. Sessions are designed to inform participants about current and upcoming technologies. Technical information is given in easy-to-understand terms for even the non-technical participant.

Managing Technology Series runs from October 2001 through February 2002. Sessions may be taken independently at $50 per attendee or if you sign up for all five sessions, the total price will be $150! To register, please contact your Training Liaison or Personnel Development Seminars (PDS) at 281-6720. Please click on the following link for a list of session titles, descriptions and dates. <http://www.state.ia.us/idop/PDSCompMT.htm>

A list of session titles and dates follows.

Techno Test Drive October 18, 2001

Did Someone say ERP? November 15, 2001

Static-Free IT December 13, 2001

Hit the Road, Jack January 17, 2002

Are We There Yet? February 21, 2002

Developed in 1998, the **Managing Technology Series** is an educational and networking opportunity for State of Iowa employees involved in technology decisions and implementation. Managed by the Iowa Department of Personnal’s Personal Development Seminars (PDS), this year’s series ‘On the Radar…’ is cosponsored by the Information Technology Department. If you have any suggested topics of future series content or general questions about the program, contact Personal Development Seminars at 515/281-6720.

**Outlook Tip**

How do you….

hide names when sending an Outlook message? There are times when you want to send a message to several people, but you don't want the recipients to know who else got the message. Instead of sending the message repeatedly with one recipient, you can use the Bcc field (Blind Carbon Copy) in the message form. Open a new message and choose View Bcc Field. This adds a new field below the Cc: field. Then enter all the recipients in the Bcc field. (You might need a name in the To: field before you can send the message. Put your name in the To: field just in case.) Now just complete the message and send it. Each person will receive the message and have no idea who else received it.

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|  | |
| 2 | * Instructor Led Training Schedule |
| 3 | * November and December Calendar * Sneak Peek at future Courses |
| 4 | * Enrollment Form |

**Direct all Education Comments and Questions to:**

Bruce Hupke – 281-6984

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| **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*** Dec 6 8:30 – 4:00 **7** 8:30 – 12:00  Enrollments close: Nov 21  or Feb 19 8:30 – 4:00 **20** 8:30 – 12:00  Enrollments close: Feb 11  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***  **Dec 18**9:00 – 4:00  **19** 9:00 – 12:00  Enrollments close: Dec 7  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: PC718*** Mar 20 8:30 – 4:00 **21** 8:30 – 12:00  Enrollments close: Feb 25  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***  **Jan 16** 9:00 – 4:00  **17**  9:00 – 12:00  Enrollments close: Jan 7  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***  **Nov 29** 9:00 – 12:00  Enrollments close: Nov 21  or  **Jan 23** 9:00 – 12:00  Enrollments close: Jan 14  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.

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| Nov 2001 | | | | | | | | | | | | |
| **Sunday** | | **Monday** | | **Tuesday** | **Wednesday** | | | **Thursday** | **Friday** | | | **Saturday** |
|  | |  | |  |  | | | **1** | **2** | | | **3** |
| **4** | | **5** | | **6** | **7** | | | **8** | **9** | | | **10** |
| **11** | | **12**  **Veteran’s Day** | | **13** | **14** | | | **15** | **16** | | | **17** |
| 18 | | **19** | | **20** | **21** | | | **22**  **Thanksgiving**  **Holiday** | **23**  **Thanksgiving**  **Holiday** | | | **24** |
| **25** | | **26** | | **27** | **28** | | | **29**  **InfoView**  **9:00 – 12:00** | **30** | | |  |
| Dec 2001 | | | | | | | | | | | | |
| **Sunday** | **Monday** | | **Tuesday** | | | **Wednesday** | **Thursday** | | | **Friday** | **Saturday** | |
| **2** | **3** | | **4** | | | **5** | **6**  **Access Level 1**  **8:30 – 4:00** | | | **7**  **Access Level 1**  **8:30 – 12:00** | **8** | |
| **9** | **10** | | **11** | | | **12** | **13** | | | **14** | **15** | |
| **16** | **17** | | **18**  **Excel Level 1**  **9:00 – 4: 00** | | | **19**  **Excel Level 1**  **9:00 – 12:00** | **20** | | | **21** | **22** | |
| **23** | **24** | | **25**  **Christmas Holiday** | | | **26** | **27** | | | **28** | **29** | |
| **30** | **31** | |  | | |  |  | | |  |  | |

**Sneak Peak: Excel Level 2 Jan 16,17 InfoView Jan 23 Access Level 1 Feb 19,20 Access Level 2 Mar 20,21**

**ENROLLMENT FORM** Customer Liaison Division

**ITD**

Education/Multi-Media Team

Information Technology Department

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| Access Level 1 (PC808) 12/6-7 | InfoView (UT501) 11/29 | InfoView (UT501) 1/23 |  | | Excel Level 1 (PC 708) 12/18-19 | | Excel Level 2 (PC718) 1/16-17 | 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 (PC808) 2/19-20 | | Name | | SSN | | Telephone | |
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***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