

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 Jan/Feb 2002

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Online Courses

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>.

Managing Technology Series continues...

The Managing Technology Series continues in January and February. Sessions may be taken independently at \$50 per attendee. 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>

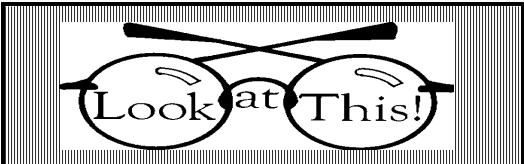
The last two sessions titles and dates follow.

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 Personnel'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.

Maximize a window using the title bar

Try this instead of using your mouse. A convenient way to maximize an application window is to double-click on the title bar. (Don't double-click on the toolbar buttons, though.) If the application window is maximized and you double-click on the title bar, the window will be restored to its last size. This gives you the same result as using the Restore button.



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



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**
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**
Apr 24 9:00 – 4:00
25 9:00 – 12:00
 Enrollments close: Apr 12
 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**
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**
Feb 26 9:00 – 12:00
 Enrollments close: Feb 18
 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.

Jan 2002

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

Feb 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	18 President's Day	19 Access Level 1 8:30 – 4:00	20 Access Level 1 8:30 – 12:00	21	22	23
24	25	26 InfoView 9:00 – 12:00	27	28		

Sneak Peak: Access Level 2 Mar 20, 21 Excel Level 1 Apr 24, 25



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.

Excel Level 2 (PC 718) 1/16-17
Access Level 1 (PC 808) 2/19-20
InfoView (UT 501) 2/26
Access Level 2(PC 818) 3/20-21
Excel Level 1 (PC 708) 4/24-25

						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