ITE Education News

John Gillispie, *Chief Operating Officer, ITE*

Moving and Sizing Control Boxes in MicroSoft Access

In design view of an Access form or report you may point to control boxes and move them with the mouse using the open hand or the pointed finger. Moving control boxes in small increments can be tricky using this method. Another method, which works very well, is to select the control box you would like to move. Then hold the Ctrl key down and use the arrow keys on the keyboard to move the control box in the direction you desire. Holding the shift key down and pressing the arrow keys shrinks or grows the selected control box.

Eliminate the Time Wasters

Overview/Description

Is it impossible to schedule your time because you are constantly being interrupted by drop-ins and telephone calls? Even if these interruptions were eliminated, are there simply too many tasks on your plate? And, does each one take so much longer than planned? Just processing incoming mail sometimes takes hours. This course is about time wasters and ways to control them so that you have time for the more important tasks. Yes, it is possible to limit drop-in and telephone interruptions and control meeting time. Even handling the mail can be performed more efficiently. There are ways to reduce responsibilities. Use time-proven techniques to identify tasks that can be delegated or eliminated. Or, better yet, just learn to say no firmly and effectively, so less time is expended. Regardless of your position and job environment, this course offers a number of practical hints that you can implement immediately.

Lesson Objectives:
   Minimizing Interruptions
   Streamlining Meetings
   Eliminating Unnecessary Work
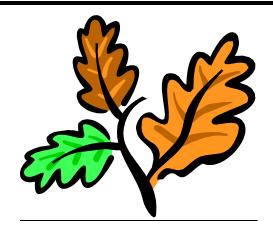   Processing Incoming Paperwork in Less Time

Target Audience
Employees at all levels, team members, staff members, team leaders, supervisors, managers, and sales professionals

Expected Duration
3.0 hours

Interested in the above online course. See page 5 of this newsletter.

SkillSoft's SkillPort

ITE is offering online learning in over 1500 IT courses and 20 Interpersonal skill courses. With enrollment to the online courses, you also have access to:

   Simulations and Exercises
   Test Prep Exams
   Mentoring - 24x7 online mentoring by
      SkillSoft content experts
   Resources - Job Aids and SkillBriefs
   Books 24x7 Referenceware – Powerful
      search engine to the complete contents
      of 100s of reference books.

Internet based SkillPort is accessible 24 hours a day, 7 days a week from your Office or Home.

An enrollment form and pricing along with an IT course topic list are in this newsletter. **To see the entire list of IT courses and outlines visit www.SkillSoft.com.**

Our SkillPort site is complete and is fully functional. 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.**

Enrollment form on page 5 of document.

INSTRUCTOR LED TRAINING

### ACCESS LEVEL 1 In this hands-on course, you'll design and create databases, tables, queries, forms, and reports. You'll learn database concepts and terminology. You'll learn how to design and create a table. You'll learn how to work with tables and forms, including adding records, modifying table and form design, finding and editing records, deleting and copying records and values, and filtering and sorting records. You'll learn how to design and use select queries. You'll learn how to create and use forms for a single table and multiple-tables. You'll learn how to create and use reports. You'll learn how to create and maintain a database. You'll learn rules for database design, including an introduction to table relationships. You will examine a database with design flaws and make corrections. Exercises and/or wrap-up lessons follow each of the 7 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index, and disc with all course files. **Prerequisite: Basic Windows or similar experience**	### Access Level 1 *$115* *Course: PC801* **Jan 12** 8:30 – 3:30 **13** 8:30 – 12:00 Enrollments close: Jan 4 Hoover 'B' Level/Learning Center 2
### EXCEL LEVEL 1 In this hands-on course you'll learn the skills you need to create, update, format, print and maintain an Excel spreadsheet. The class will work with ranges and various functions. You will create a simple chart sheet and work with an outline structure for a worksheet. You will also discover how to use an electronic spreadsheet to create basic data reports. Exercises and/or wrap-up lessons follow each of the 8 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course files. **Prerequisite: Basic Windows or similar experience**	### Excel Level 1 *$115* *Course: PC701* **Jan 26** 9:00 – 3:30 **27** 9:00 – 12:00 Enrollments close: Jan 17 Hoover 'B' Level/Learning Center 2
### ACCESS LEVEL 2 In this hands-on course you'll learn the skills you need to create, update, format, print and maintain an Excel spreadsheet. The class will work with ranges and various functions. You will create a simple chart sheet and work with an outline structure for a worksheet. You will also discover how to use an electronic spreadsheet to create basic data reports. Exercises and/or wrap-up lessons follow each of the 8 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course. **Prerequisite: Basic Microsoft ACCESS class**	### Access Level 2 *$115* *Course: PC811* **Apr 20** 8:30 – 3:30 **21** 8:30 – 12:00 Enrollments close: Apr 8 Hoover 'B' Level/Learning Center 2
### EXCEL LEVEL 2 In this hands-on course you'll learn the skills you need to create, modify, and customize Excel charts. You will work with both chart sheets and embedded charts. Drawing tools will be used to enhance worksheets and charts. You will use advanced sorting and filtering techniques for locating and managing information. You will learn the querying capabilities of Excel. Exercises and/or wrap-up lessons follow each of the 6 chapters. This class is self-contained within the award winning ElementK Courseware book. This book allows you to go over the entire course or portions of the course at anytime. The book comes complete with a Table of Contents, Glossary, Index and disc with all course files. **Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience**	### Excel Level 2 *$115* *Course: PC711* **Dec 8** 9:00 – 3:30 **9** 9:00 – 12:00 Enrollments close: Nov 29 Hoover 'B' Level/Learning Center 2
### BUSINESS OBJECTS This class is taught using ZABO, a downloadable, self-installing version of Business Objects. ZABO, short for Zero Administration Business Objects, is functionally equivalent to the full-client. It has an integrated suite of Business Objects modules (InfoView, WebIntelligence Explorer and WebIntelligence Reporter.) ZABO is a web based report creating and viewing software. This hands-on course will teach students to create several types of reports. Included in reports students 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. Step by step workbook included. **Prerequisite: Basic Windows or similar experience**	### Business Objects *$50* *Course: UT501* **TBA** 9:00 – 12:00 Enrollments close: Hoover 'B' Level/Learning Center 2

November 2004

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

December 2004

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

Sneak Peak: **Access Level 1 Jan 12, 13**   **Excel Level 1 Jan 26, 27**   **Access Level 2 Apr 20, 21**

Course Registration Form

2004-2005

(Please Print)

Name: _____ **SS #:** _____

Last　　　　　　*First*　　　　　*MI*

Agency: _____ **Classification:** _____

Work Location: _____ **Work Phone:** _____

E-Mail Address: _____

Supervisor's Name: _____ **Supervisor's Phone:** _____

If NOT a State of Iowa employee, bill training to: _____

Course Number	Course Title	Date Preference	Alternative Date

Once any course costing $99.00 or less is confirmed, the participant's agency will be billed for the full amount of training unless cancellations are received by PDS at least five (5) working days prior to the class date. For courses that cost $100.00 or more, agencies will be billed for ANY cancellations after confirmation. Departments may substitute confirmed course participants when necessary. To cancel, call (515) 281-5456. (See page 2 for other cancellation information.)

The following signatures indicate approval of the course(s) requested above and understanding of PDS' cancellation policy.

_____ _____
Employee　　　　　　　　　*Date*

_____ _____
Supervisor　　　　　　　　*Date*

_____ _____
Training Liaison　　　　　　*Date*

Accommodation Request:
Please indicate if you have any special needs that we can address to make your participation more enjoyable. Please provide 8 weeks notification.

☐ **Braille**　　　☐ **Sign Language Interpretation**

☐ **Large Print**　　☐ **Other** _____

Mail to: Suzie Reicks
DAS-Human Resources Enterprise
Personnel Development Seminars
Grimes State Office Building

OR　　**Fax to:**　Personnel Development Seminars
(515)-242-5152

CFN 552-0142 R 5/04

SkillPort e-learning Online Course Registration Form

2004-2005

Instructions

1) Fill out the following enrollment form and submit.
2) A Username and Password and directions will be issued to you by email.
3) Access to online courses and much more for SkillSoft IT users will be, at anytime, anywhere, 24 hours a day, 7 days a week!
   *NOTE: SkillSoft IT users will be on the honor system and will keep their unique username and password private and not give it out to others.

User Information (PLEASE PRINT)

Name _____ **Phone:** _____

Email: _____ **Date:** _____

Department Name: _____ **Division Name:** _____

Information Technology Path (All online classes) Access Length (Please check one)

Technical Online Courses

☐ 1,500 courses for 4 months ($179.00)

☐ 1,500 courses for 2 months ($99.00)

☐ 1 single course for 1 month ($35.00)

Interpersonal Skills Online Courses

☐ 10 courses for 4 months ($179.00)

☐ 5 courses for 4 months ($99.00)

☐ 1 single course for 1 month ($35.00)

Please list single courses below

1. _____
2. _____
3. _____
4. _____
5. _____

Signatures

User Signature: _____

Authorized Signature: _____

Training Liaison Signature: _____

Submit by Mail or Fax

Mail to: Suzie Reicks
DAS-Human Resources Enterprise
Personnel Development Seminars
Grimes State Office Building

OR **Fax to:** Personnel Development Seminars
(515)-242-5152

Access to both IT End-User & Professional Curricula   4 months is $179 or 2 months for $99   Single course pricing below

IT End-User Curricula Topics
Adobe Acrobat 5
Home and Personal
IBM Lotus Sametime 3 and QuickPlace 3
Lotus Notes R6 End-User
Microsoft End-User Operating Systems and Tools
Microsoft Internet Explorer 5.5
Microsoft Office XP
Microsoft Office 2003
Microsoft Office 2000

For a complete list of actual courses, course outlines, or demo an online 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

CompTIA Linux+ Certification
Linux: Basic System Administration
Lotus Domino R6
IBM Mainframe
Microsoft Application Center 2000
Microsoft BizTalk Server 2000