ITE Education News

State of Iowa
Department of Administrative Services (DAS)
Information Technology Enterprise (ITE)
Hoover State Office Building – B Level
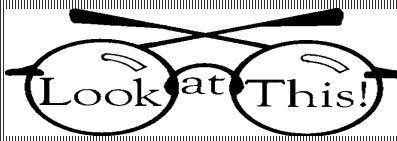Des Moines, Iowa   50319

John Gillispie, *Chief Operating Officer, ITE*

Element K® Workbooks Used In ITE Classes

For the Access and Excel classes taught by ITE, Element K® is the class workbook that is used. Element K® workbooks are industry-recognized. The training courseware is packed with hands-on activities that are accessible, engaging and learner-centered for students. The workbooks are the self contained class, having all printed material and files that were used for the class. This allows the student to go over any part of the class again at anytime. The workbooks contain a very good index so you can look up and find topics covered in the class.

Excel: Deleting a Named Range of Cells

In the July/August ITE Education newsletter you learned how to Name a range of cells. But a question that has come up is this. How do you delete a named range? Do the following:

Hold down Ctrl key and press F3.

Use the Define Name dialogue box to select and delete unwanted or misspelled names.

Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984
bruce.hupke@iowa.gov

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 disk with all course files.
Prerequisite: Basic Windows or similar experience

Access Level 1
$115   *Course: PC801*
Nov 7   8:30 – 3:30
   8   8:30 – 12:00
Enrollments closed

Jan 11   8:30 – 3:30
   12   8:30 – 12:00
Enrollments close: Jan 2

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 disk with all course files.
Prerequisite: Basic Windows or similar experience

Excel Level 1
$80   *Course: PC701*
Dec 7   8:30 – 4:00
Enrollments close: Nov 27

Jan 17   8:30 – 4:00
Enrollments close: Jan 8

Hoover 'B' Level/Learning Center 2

ACCESS LEVEL 2

In this hands-on course, you will learn how to enhance your database design by using the principles of normalization and table relationships. You'll also learn how to query multiple tables for data that is used in customized forms and reports. In addition, you'll be able to take the guesswork out of creating databases by learning to use data-normalization techniques. See how to take advantage of relational database efficiency to maintain data. You will also learn techniques to save time by controlling data entry and automating tasks. Benefit by becoming familiar with Access features that will enable you to customize forms and reports. An introduction to Data Access pages and Mail Merging with Word will be presented. 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 disk with all course files.
Prerequisite: Basic Microsoft ACCESS class

Access Level 2
$115   *Course: PC811*
Jan 24   8:30 – 3:30
   25   8:30 – 12:00
Enrollments close: Jan 15
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 disk with all course files.
Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience

Excel Level 2
$115   *Course: PC711*
Feb 7   9:00 – 3:30
   8   9:00 – 12:00
Enrollments close: Jan 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 2006

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

December 2006

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

Sneak Peak: Access 1 Jan 11,12   Excel 1 Jan 17   Access 2 Jan 24, 25   Excel 2 Feb 7, 8

Performance & Development Solutions (PDS)
Course Registration Form

(Please Print)

Name: _____ SS #: _____
Last   First   MI

Agency: _____ Classification: _____

Work Location: _____ Work Phone: _____

E-Mail Address: _____

FOR NON-STATE EMPLOYEES, PLEASE PROVIDE BILLING INFORMATION:

Non-State Agency/Organization: _____

Contact: _____ Phone #: _____

Address: _____ City/Zip: _____

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 Name   Employee Signature   Date

_____   _____   _____
Supervisor Name   Supervisor Signature   Date

_____   _____   _____
Training Liaison Name (State Employee Only)   Training Liaison Signature   Date

Accommodation Request: Please contact PDS at 515-281-5456 or pds@iowa.gov to indicate any special needs that PDS may be able to address to make your participation more enjoyable.

Please return the completed form to:
State Employees: Your agency's Training Liaison
Non-State Employees: Leslie Davenport, PDS Training (DAS-HRE)
                       Phone: 515-281-5456   Fax: 515-242-5152
CFN 552-0142   Rev. 3/0