

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*

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**Lower Case to Upper Case to Title Case in Word**

You may already know that you can quickly toggle the case of selected text by pressing [Shift][F3]. Each time you press [Shift][F3], the selected text’s case cyles from lower-case to title case to upper-case. A lesser-known case toggling keyboard shortcut you may have never used but can be very useful is the [Ctrl][Shift]a shortcut. When you select text that contains both upper-case and lower-case characters and then press [Ctrl][Shift]a, Word toggles the case of the lower-case characters to upper-case. For example, if you select the text “My Cat has Fleas” and press [Ctrl][Shift]a, the text becomes “MY CAT HAS FLEAS. ”If you press [Ctrl][Shift]a again, the text returns to it’s intial state. Take note though, the [Ctrl][Shift]a shortcut works just like the Caps Lock Key. If you don’t select any text before pressing [Ctrl][Shift]a, and begin typing, your text will be in upper-case. To turn the feature off, press [Ctrl][Shift]a again.

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| 2 | ITE Instructor Led Training Schedule |
| 3 | September and October Calendar Sneak Peek at Future Courses |
| 4 | Enrollment Form |

**Hide Names when sending an Outlook Note**

There are times when you want to send a message to several people, but you don't want the recipients to know who else is getting the message. Instead of sending the note 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 will need a name in the To: field before you can send the note. Put your name in the To: field. Now just complete the note and send it. Each person will receive the message and but will not know who else will be getting the note.

NA00864_

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

Bruce Hupke – 281-6984

[bruce.hupke@iowa.gov](mailto:bruce.hupke@iowa.gov)

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| *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*** Sep 13 8:30 – 3:30 **14** 8:30 – 12:00  Enrollments close Sep 1 Nov 7 8:30 – 3:30 **8** 8:30 – 12:00  Enrollments close: Oct 27  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* ***$80 Course: PC701***  **Sep 6** 8:30 – 4:00  Enrollments close: Closed  **Oct 18** 8:30 – 4:00  Enrollments close: Oct 9  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 disc with all course files.  **Prerequisite: Basic Microsoft ACCESS class** |  | ***Access Level 2***  ***$115 Course: PC811*** Sep 27 8:30 – 3:30 **28**  8:30 – 12:00  Enrollments close: Sep 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 disc with all course files.  **Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience** |  | ***Excel Level 2***  ***$115 Course: PC711***  **Sept 20** 9:00 – 3:30  **21** 9:00 – 12:00  Enrollments close: Sept 8  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](http://disdatawarehouse.state.ar.us/DWH_Gloss/#bo) 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 |

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| September 2006 | | | | | | | | | | | | |
| **Sunday** | | **Monday** | | **Tuesday** | **Wednesday** | | | **Thursday** | **Friday** | | | **Saturday** |
|  | |  | |  |  | | |  | **1** | | | **2** |
| **3** | | **4**  **Labor Day** | | **5** | **6**  **Excel Level 1**  **8:30 – 4:00** | | | **7** | **8** | | | **9** |
| **10** | | **11** | | **12** | **13**  **Access Level 1**  **8:30 – 12:00** | | | **14**  **Access Level 1**  **8:30 – 3:30** | **15** | | | **16** |
| **17** | | **18** | | **19** | **20**  **Excel Level 2**  **9:00 – 3:30** | | | **21**  **Excel Level 2**  **9:00 – 12:00** | **22** | | | **23** |
| **24** | | **25** | | **26** | **27** | | | **28** | **29** | | | **30** |
| October 2006 | | | | | | | | | | | | |
| **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**  **Excel Level 1**  **8:30 – 4:00** | **19** | | | **20** | **21** | |
| **22** | **23** | | **24** | | | **25** | **26** | | | **27** | **28** | |
| **29** | **30** | | **31** | | |  |  | | |  |  | |

**Sneak Peak: Access 1 Nov 7, 8 Excel 1 Dec 7 Excel 2 Sep 20, 21 Access 2 Sep 27, 28**

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| **Performance & Development Solutions (PDS)**  **Course Registration Form** |

**(Please Print)**

|  |  |  |  |  |  |  |  |  |
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| Name: |  | | | | | SS #: |  | |
|  | *Last* | | | *First* | *MI* |  | | |
| Agency: | |  | | | | Classification: | |  |
| **Work Location:** | | |  | | | **Work Phone:** | |  |
| **E-Mail Address:** | | |  | | | | | |

**FOR NON-STATE EMPLOYEES, PLEASE PROVIDE BILLING INFORMATION:**

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| **Non-State Agency/Organization:** |  |

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| --- | --- | --- | --- |
| **Contact:** |  | **Phone #:** |  |

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| --- | --- | --- | --- |
| **Address:** |  | **City/Zip:** |  |

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| --- | --- | --- | --- |
| Course Number | Course Title | Date Preference | Alternative Date |
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| **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.**

|  |  |  |  |  |
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|  |  |  |  |  |
| *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](mailto: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*