

**Staff Development Computer Based Training Unit  
Fall Quarter 2007  
Software Applications**

**Registration Information**

To register send an email to the CBT Registration e-mail at  
CBT\_Registration@riversidedpss.org with the following information:

1. Course Name (Date and time)
2. Your Full legal name
3. Your Employee ID Number
4. 1st line Supervisor & Manager's approval.

<u>Class Title</u>	<u>Dates</u>	<u>Time</u>
<b>Intro to Excel</b> Level I - 6 hours	Oct 4 <sup>th</sup>	8 am – 3 pm
	Oct 18 <sup>th</sup>	8 am – 3 pm
	Oct 30 <sup>th</sup>	8 am – 3 pm
	Nov 15 <sup>th</sup>	8 am – 3 pm
	Nov 27 <sup>th</sup>	8 am – 3 pm
<b>Working with Large Worksheets in Excel</b> Level II - 4 hours	Dec 13 <sup>th</sup>	8 am – 3 pm
	Oct 11 <sup>th</sup>	1 pm – 5 pm
	Oct 17 <sup>th</sup> (Indio)	1 pm – 5 pm
	Oct 23 <sup>rd</sup>	8 am – 12 pm
	Nov 8 <sup>th</sup>	8 am – 12 pm
	Nov 20 <sup>th</sup>	1 pm – 5 pm
<b>Charting in Excel</b> Level III - 4 hours	Dec 4 <sup>th</sup>	1 pm – 5 pm
	Dec 18 <sup>th</sup>	1 pm – 5 pm
	Dec 20 <sup>th</sup>	8 am – 12 pm
<b>Access for End Users</b> Level I - 4 hours	Oct 16 <sup>th</sup>	1 pm – 5 pm
	Nov 29 <sup>th</sup>	8 am – 12 pm
	Dec 11 <sup>th</sup>	1 pm – 5 pm
	Dec 11 <sup>th</sup>	8 am – 12 pm
<b>Intro to Designing Access Queries</b> Level II - 4 hours	Oct 9 <sup>th</sup>	1 pm – 5 pm
	Nov 6 <sup>th</sup>	8 am – 12 pm
	Nov 29 <sup>th</sup>	1 pm – 5 pm
<b>Intro to Word</b> Level I - 4 hours	Dec 11 <sup>th</sup>	8 am – 12 pm
	Oct 23 <sup>rd</sup>	1 pm – 5 pm
	Nov 14 <sup>th</sup>	1 pm – 5 pm
<b>Word Basic Formatting</b> Level II - 4 hours	Dec 5 <sup>th</sup>	8 am – 12 pm
	Dec 5 <sup>th</sup>	1 pm – 5 pm
	Oct 16 <sup>th</sup>	8 am – 12 pm
<b>Word Tables &amp; Templates</b> Level III - 4 hours	Nov 8 <sup>th</sup>	1 pm – 5 pm
	Dec 20 <sup>th</sup>	1 pm – 5 pm
	Dec 20 <sup>th</sup>	1 pm – 5 pm
<b>Merge Processing in Word 2002</b> Level IV - 4 hours	Oct 25 <sup>th</sup>	1 pm – 5 pm
	Nov 13 <sup>th</sup>	1 pm – 5 pm
	Dec 11 <sup>th</sup>	1 pm – 5 pm
<b>Intro to PowerPoint</b> Level I - 4 hours	Nov 1 <sup>st</sup>	1 pm – 5 pm
	Dec 12 <sup>th</sup>	8 am – 12 pm
	Oct 24 <sup>th</sup>	8 am – 12 pm
	Nov 6 <sup>th</sup>	1 pm – 5 pm
	Nov 20 <sup>th</sup>	8 am – 12 pm
<b>GroupWise 7.0</b> Level I - 4 hours	Dec 12 <sup>th</sup> (Indio)	1 pm – 5 pm
	Dec 18 <sup>th</sup>	8 am – 12 pm
	Oct 17 <sup>th</sup>	8 am – 12 pm
	Nov 1 <sup>st</sup>	8 am – 12 pm
<b>GroupWise 7.0</b> Level II - 4 hours	Nov 13 <sup>th</sup>	8 am – 12 pm
	Dec 4 <sup>th</sup>	8 am – 12 pm
	Dec 4 <sup>th</sup>	8 am – 12 pm
	Oct 25 <sup>th</sup>	8 am – 12 pm
<b>GroupWise 7.0</b> Level II - 4 hours	Nov 5 <sup>th</sup> (Indio)	8 am – 12 pm
	Nov 28 <sup>th</sup>	8 am – 12 pm
	Dec 19 <sup>th</sup>	8 am – 12 pm

To request training on other computer related issues not listed here, please contact

# Case Management Systems Classes, Labs, and Consulting (by Supervisor's request only)

Child Protective Services – CWS/CMS System

## Consulting Contacts & Software Project Labs

### Consulting Services

Have a project in mind and need help getting the most of Microsoft Office Software or just have a question and haven't been able to find an answer? For assistance in solving problems in Word, Excel, Access, PowerPoint and GroupWise, or Project, contact:

For Questions regarding CBT Trainings	(951) 413-5624	CBT_Registration@riversidedpss.org
Omar Muhammad, CBT Supervisor	(951) 413-5624	omuhamma@riversidedpss.org
Steve Myers, CBT Officer (In-Charge)	(951) 413-5617	smyers@riversidedpss.org
Deanna LeGeyt, CBT Officer	(951) 413-5620	delegeyt@riversidedpss.org
Daryl Parker, CBT Officer	(951) 413-5336	daparker@riversidedpss.org
Danna Kipnis, CBT Officer	(951) 413-5618	dakipnis@riversidedpss.org

## Non-Program CBT Course Objectives

### Excel I – Intro to Excel

- Understand and Identify worksheet concepts
- Create, Edit, Save and Print worksheets
- Format worksheets
- Create simple formulas and functions

### Excel II – Working with Large Worksheets

- Manipulate and View large worksheets
- Sort and Filter Excel Data
- Use Advanced Formatting Techniques
- Use Excel Linking Options

### Excel III – Charting in Excel

- Know the Different Chart Types
- Use the Chart Wizard to Create Charts
- Format Charts
- Use Other Chart Options

### Access I – Access for End Users

- Understand and Navigate Access Database Components
- Sort and Filter Table Information
- Create a Form and Report using the Wizards
- Use Word and Excel to Analyze Data

### Access II – Intro to Designing Access Queries

- Define and Understand Query Types
- Create and Modify Select and Parameter Queries
- Produce Reports from Queries using the Wizard

### PowerPoint I – Intro to PowerPoint

- Identify the PowerPoint 2002 Screen Components
- Create and Edit a PowerPoint Presentation
- Create Speaker Notes
- Print and Play a Presentation

### Word I – Intro to Word

- Identify the Word for Windows Screen Components
- Create, Edit and Print Documents
- Copy and Move Text
- Spell Check a Document

### Word II – Basic Formatting

- Use Formatting to Enhance Document Appearance
- Change the Page Setup (Margins, Tabs, Paper Size)
- Use Auto Text, Auto Correct and Find/Replace tools
- Insert Existing Files into New Files

### Word III – Tables & Templates

- Create and Format Basic Tables
- Add Math Functions to Tables
- Create, Edit and Automate Template Files

### Word IV – Merge Processing

- Use the Mail Merge Wizard to Create a Mail Merge
- Create a Mail Merge Using Alternate Data Sources
- Create Labels and Envelopes Using Mail Merge

### GroupWise 7.0 - Level I

- Identify GroupWise Components
- Create, Send, Open, Save and Print E-Mail
- Use the Address Book
- Reply and Forward E-Mail
- Customize GroupWise Features

### GroupWise 7.0 - Level II

- Understand and use the Calendar and Checklist Feature
- Establish Proxies
- Use GroupWise Rules to Automate E-Mail Responses
- Create and Share Folders
- Junk Mail Handling

**Case Management Systems**  
**Classes, Labs, and Consulting ( at Supervisors request )**

**Child Protective Services – CWS/CMS System**

**Consulting Contacts & Software Project Labs**

**Consulting Services**

**Have a project in mind and need help getting the most of  
Microsoft Office Software or just have a question and  
haven't been able to find an answer?**

**Assistance in solving problems is available for:  
Word, Excel, Access, PowerPoint and GroupWise, Project**

**Sheri Gess**, Office Assistant III – Initial contact for Registration, Questions regarding trainings offered  
**(951) 413-5624**

**Omar Muhammad**, CBT Supervisor - Microsoft Project  
**(951) 413-5621**

**Steve Myers**, CBT Officer (In-Charge) – Instructional Design; CWS/CMS Training Coordinator; CWS/CMS Trainer; CWS/CMS Office Automation; SafeMeasures; SDM; Word 97, 2000 & XP; Excel 97, 2000 & XP ; File Management  
**(951) 413-5617**

**Shirley Morgan**, CBT Officer – Instructional Design; CWS/CMS Office Automation; Word 97, 2000 & XP; Excel 97, 2000 & XP; File Management; PowerPoint 97, 2000 & XP; GroupWise ; Access 97, 2000 & XP  
**(951) 413-5618**

**Russel Jones**, TAMD CBT Officer – Instructional Design; CARE; Word 97, 2000 & XP; File Management; Excel 97, 2000 & XP; PowerPoint 97,2000 & XP; GroupWise; Access 97, 2000 & XP ; Live Scan  
**(951) 413-5619**

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<u>Class Title</u>	<u>A.M. Classes</u>	<u>P.M. Classes</u>
<b>Intro to Excel</b> Microsoft Excel XP I 6 hours	Oct. 18 <sup>th</sup> Nov. 1 <sup>st</sup>	
<b>Working with Large Worksheets in Excel</b> Microsoft Excel XP II 4 hours	Oct. 31 <sup>st</sup> Nov. 14 <sup>th</sup>	
<b>Charting in Excel</b> Microsoft Excel XP III 4 hours	Nov. 7 <sup>th</sup>	
<b>Access for End Users</b> Microsoft Access XP I 4 hours	Oct. 19 <sup>th</sup> Nov. 2 <sup>nd</sup>	
<b>Intro to Access Queries</b> Microsoft Access XP II 4 hours	Oct. 26 <sup>th</sup> Nov. 9 <sup>th</sup>	
<b>PowerPoint XP</b> 4 hours	Oct. 24 <sup>th</sup>	
<b>File Management</b> Microsoft Windows XP 4 hours	Oct. 25 <sup>th</sup>	
<b>Intro to Word</b> Microsoft Word XP I 4 hours	Oct. 17 <sup>th</sup>	
<b>Word Basic Formatting</b> Microsoft Word XP II 4 hours		Oct. 17 <sup>th</sup>
<b>Word Tables &amp; Templates</b> Microsoft Word XP III 4 hours	Nov. 8 <sup>th</sup>	
* Indio *		
To request additional Computer Training in Indio, Please contact Sheri Gess at micro 35624.		

**Registration Information**

To register for classes contact Sheri Gess by e-mail [SGESS@RIVERSIDEDPSS.ORG](mailto:SGESS@RIVERSIDEDPSS.ORG)  
Please remember you must have 1<sup>st</sup> line Supervisor and Managers approval to sign up for a class.

To Request training on other computer related issues not listed here, please contact Omar Muhammad, CBT Supervisor or Steve Myers, CBT Officer (In-Charge)