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*

# ITE NEWS November/December 2004 Page 1

**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](http://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.

**ITE Education NEWS November/December 2004** Page 2

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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***Jan 12 8:30 – 3:30 **13**  8:30 – 12:00Enrollments close: Jan 4Hoover ‘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 – 12:00Enrollments close: Jan 17Hoover ‘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 – 12:00Enrollments close: Apr 8Hoover ‘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 – 12:00Enrollments close: Nov 29Hoover ‘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 – 12:00Enrollments close: Hoover ‘B’ Level/Learning Center 2 |

**ITE Education NEWS November/December 2004** Page 3

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| 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**

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| **Personnel Development Seminars (PDS)**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 |
|  |  |  |  |
|  |  |  |  |
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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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **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.** |
| *Employee* |  | *Date* |  |
|  |  |  |  |
| *Supervisor* |  | *Date* |  |  |  | **Braille** |  | **Sign Language Interpretation** |
|  |  |  |  |  |  |  |  |  |
| *Training Liaison* |  | *Date* |  |  |  | **Large Print** |  | **Other** |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mail to: | Suzie ReicksDAS-Human Resources EnterprisePersonnel Development SeminarsGrimes State Office Building | **OR** | **Fax to:** | Personnel Development Seminars(515)-242-5152 |

CFN 552-0142 R 5/04

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| **Personnel Development Seminars (PDS)**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** |  | **Interpersonal Skills Online Courses** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  | 1,500 courses for 4 months ($179.00) |  | [ ]  | 10 courses for 4 months ($179.00) |
|  |  |  |  |  |
| [ ]  | 1,500 courses for 2 months ($99.00) |  | [ ]  | 5 courses for 4 months ($99.00) |
|  |  |  |  |  |
| [ ]  | 1 single course for 1 month ($35.00) |  | [ ]  | 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 ReicksDAS-Human Resources EnterprisePersonnel Development SeminarsGrimes 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

Microsoft Office 97

Microsoft Project 2002

Microsoft Visio 2000

Microsoft Windows 2000 for End Users

Microsoft Windows 98 for End Users

Microsoft Windows ME for End Users

Microsoft Windows XP for End Users

Netscape 6

Netscape 6.2

PDAs

Seagate Crystal Reports

**IT Professional Curricula**

**Enterprise Database Systems Solution Area Topics**

Microsoft SQL Server

Microsoft SQL Server 2000

Microsoft SQL Server 7.0 Database Implementation

Microsoft SQL Server 7.0 System Administration

Oracle8i Backup and Recovery

Oracle8i Introduction

Oracle8i Database Administration

Oracle8i Network Administration

Oracle8i Performance Tuning

Oracle9i

Systems and Database Design

**IT Professional Curricula**

**Internet and Network Technologies Solution Area Topics**

ATM Fundamentals (CBE) - 1M0-801

Avaya

BCMSN 2

BCRAN 2

BSCI 2

Cisco ARCH

Cisco CCDA/CCDP Certification

Cisco CIT

Cisco CCNA and CCNP Certification

Cisco INTRO

Cisco IMCR (Installation and Maintenance of Cisco Routers)

CompTIA iNET+ Certification

CompTIA Network+ Certification

Data/Telecomms

DSL Theory, Standards and Protocols - LCTE/401

Frame Relay Fundamentals (CBE) - 1M0-901

Internet Security

Internetworking Essentials

Networking and Telecommunications Fundamentals

SANS GSEC

Security Principles, Procedures, and Solutions

Telecommunications

VoIP Theory, Protocols and Standards (CBE) - 1M0-301

VPN Theory, Protocols and Standards (CBE) - 1M0-201

WAN Technologies

Wireless Communications

**IT Professional Curricula**

**Operating Systems and Server Technologies Solution Area Topics**

CompTIA A+ Certification

CompTIA Server+ Certification

CompTIA Linux+ Certification

Linux: Basic System Administration

Lotus Domino R6

IBM Mainframe

Microsoft Application Center 2000

Microsoft BizTalk Server 2000

Microsoft Commerce Server 2000

Microsoft Exchange Server 2000

Microsoft Exchange Server 5.5

Microsoft Internet Information Server 4.0

Microsoft Internet Information Services 5.0

Microsoft Internet Security and Acceleration Server 2000

Microsoft Proxy Server 2.0

Microsoft Small Business Server 2000

Microsoft Systems Management Server 2.0

Microsoft TCP/IP on Windows NT 4.0

Microsoft Windows 2000

Microsoft Windows 2000 Update from NT 4.0

Microsoft Windows 2003

Microsoft Windows NT 4.0 (Server and Workstation)

Microsoft Windows XP

Microsoft Windows 98 Service and Support

Operating Systems

Sun Solaris 8

Sun Solaris 9

UNIX Essentials

Windows Server 2003

## IT Professional Curricula

**Software Development Solution Area Topics**

ANSI C Programming

C/C++ Programming

Cobol

Java 2 (Platform 1.2)

Java 2 Programming (Platform 1.3)

Java Enterprise Connectivity

Java Web Services

Lotus Notes Domino 6.0

Microsoft .NET for Developers

Microsoft .NET Software Development Tools

Microsoft Office 2000 Solution Development

Microsoft Solution Architectures

Microsoft VBScript

Microsoft Visual Basic 5.0

Microsoft Visual Basic 6.0

Microsoft Visual C++

Rational Rose 2001

Software Design

Software Design Methodology

Software Programming Fundamentals

**IT Professional Curricula**

**Web Design Solution Area Topics**

Adobe

Macromedia

Microsoft FrontPage

Scripting and Web Languages

Web Site Design - Principles

For a complete list of actual courses, course outlines, or demo an online course, go to [www.skillsoft.com](http://www.skillsoft.com).

For questions or more information contact Bruce Hupke at 515/281-6984 or e-mail at bruce.hupke@iowa.gov

Any Single Course = $35 for 1 month access.