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BUREAU OF LAND MANAGEMENT
NATIONAL HUMAN RESOURCES MANAGEMENT CENTER
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In Reply Refer To:
1400-410 (HR-220)P

Information Bulletin No. HR-98-034

To: All BC, HR, NI, and RS Group Administrators
SNPIT Lead

From: Director, National Human Resources Management Center

Subject: Computer Course Nominations DD: 2/5/98

The National Human Resources Management Center will be conducting another series of WordPerfect, Excel, NT, Access, Visual dBase, and Internet classes during February-April. Course descriptions and scheduled dates are detailed on the attached course description sheet. Nominations using the attached forms are being accepted on a first-come, first-serve, basis until **February 5, 1998.**

Priority course dates for each student should be indicated. Students will be notified at least one week prior to scheduled course date. Full day courses will be from 8 a.m. - 4 p.m. in the the new computer training room. This room is located just East of the UNIX training room with access from the Cartography area. Students who are not selected for these courses will be notified directly. If totals allow, additional courses will be formed and students will be notified directly.

In order to plan for future courses please indicate on the registration sheet the number of additional students from your organization who will need these courses at a future date. Also,

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indicate any other software training needs your organization has.

Tuition will be paid by Centers and SNPIT based upon attendance and Group/Division funds will not be used.

Nominations should be submitted on the attached forms to Nancy

Samano, HR-220 by cob **Thursday, February 5, 1998.** If you have any questions please contact William Moody, at 236-6699.

2 Attachments

- 1 - Course Descriptions (2 pp)
- 2 - Computer Course Registration Forms (2 pp)

Distribution

HR-200

NI-101

RS-150A, BLM Library

COURSE DESCRIPTIONS

All courses are 1-day unless otherwise indicated. All classes assume basic Windows experience. Students should have access to the selected software at their work area or make special arrangements with the training officer before attending.

WORDPERFECT

No Level I course is being offered.

Level II course will take the user through skills such as customizing the toolbars, using tables, columns, style sheets, graphics, and templates. A Level II course is scheduled for February 25.

Level III courses covers some of the advanced WordPerfect features including creating macros, performing merges, sorting, and creating master documents. A Level III course is scheduled for March 18.

EXCEL I

This basic course introduces the Excel spreadsheet tool and provides skills to design a basic spreadsheet. An Excel I course is scheduled for February 23.

EXCEL II

This class is intended for those who have a beginning knowledge of Excel or have completed the Excel I course. This session will cover two main areas; 1) learning intermediate spreadsheet techniques including additional formulas, customizing Excel, functions and linkings, 2) using Excel's graphic features to create and enhance charts. Excel II courses are scheduled for March 4 and March 9.

ACCESS I-II

This 2-day course covers how to design and create a database. They will enter, edit and delete sample records, and make reports. The course demonstrates how to extract data using queries, create indexes, reports, mailing labels and the export features of Access. Additional time is devoted to the design and modification of multiple databases and creating custom input screens. Access I-II courses are scheduled for March 2-3 and March 11-12.

ACCESS III-IV

This two day course will cover more advanced ways to more effectively work with queries, forms and reports in Access 2.0. Students will learn to create: parameter and action queries,

multi-table queries, grouped reports, mailing labels and other techniques not covered in basic course. The Access III-IV will be taught April 1-2.

LEARN THE INTERNET

Students will learn to use Netscape Communicator to access the internet. The course will cover domain names, URL's, search engines, and specific BLM Internet sites. Internet courses are offered on February 26, March 26, and March 31.

VISUAL dBASE 5.5 I-II

In this 2-day course students will learn how to design and create database files and enter sample data. They will then create forms and reports to display the data in different views. Also covered will be how to use queries to filter the data to be extracted. Students will learn how to modify the appearance of their database tables, edit text in memo fields, find records, add data validation, create complex indexes, examine table relationships, use the Condition box, examine data normalization guidelines, create enhanced forms and multiple-table forms, create grouped reports and mailing labels and use the Command Window to enter Visual dBase commands. This course is scheduled for March 16-17.

VISUAL dBASE 5.5 III-IV

This two-day course builds on the basic dBASE course. Students will learn how to modify the appearance of their tables, add and edit text in memo fields, find records, add data validation, create complex indexes, examine table relationships, use the Condition box, examine data normalization guidelines, and create enhanced forms and multiple-table forms. The Visual dBase III-IV will be offered on April 6-7.

INTRODUCTION TO WINDOWS NT

This one-half day class is designed for users making the transition into the Windows NT 4.0 environment from Windows 3.1. Students will learn how to: identify desktop objects and set object properties by using the control panel, locate local and shared resources, print and delete files, customize the user interface, use the documents menu and help. Morning courses are scheduled for February 24, March 5, March 10, March 19, and March 24 from 7:45 - 11:30 a.m. Afternoon courses are scheduled for February 24, March 5, March 10, March 19, and March 24 from 12:30 - 4:15 p.m.

COMPUTER COURSE REGISTRATION FORM

EMPLOYEE NAME	ORG CODE	EXCEL I DATES: Feb 23	EXCEL II DATES: March 4 March 9	ACCESS I-II DATES: March 2-3 March 11-12	ACCESS III-IV DATES: April 1-2	WORDPERFECT LEVEL II: FEB 25 LEVEL III: MARCH 18
		1ST: 2ND:				
		1ST: 2ND:				
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PLEASE ENTER THE NUMBER OF ADDITIONAL STUDENTS FOR FUTURE OFFERINGS OF:

_____ EXCEL I _____ EXCEL II _____ EXCEL III
 _____ ACCESS I-II _____ ACCESS III-IV
 _____ WP LEVEL I _____ WP LEVEL II _____ WP LEVEL III

OTHER SOFTWARE TRAINING NEEDS INCLUDE:

SUPERVISOR'S SIGNATURE

DATE

COMPUTER COURSE REGISTRATION FORM

EMPLOYEE NAME	ORG CODE	INTERNET I DATES: February 26 March 26 March 31	VISUAL dBASE DATES: March 16-17	VISUAL dBASE 3-4 DATES: April 16-17	INTRO TO NT DATES: February 24, March 5, March 10, March 19, March 24 INDICATE IF YOU WANT AM OR PM

		1ST: 2ND: 3RD:			

PLEASE ENTER THE NUMBER OF ADDITIONAL STUDENTS FOR FUTURE OFFERINGS OF:

_____ INTERNET I _____ VISUAL DBASE I-II _____ VISUAL DBASE III-IV
 _____ INTRO TO NT

 SUPERVISOR'S SIGNATURE

 DATE
