



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

JON S. CORZINE
Governor
Commander-in-Chief

☆☆
GLENN K. RETH
Major General
The Adjutant General

DEPARTMENTAL BULLETIN NO. 7-08

17 July 2008

LEVEL 1 MICROSOFT OFFICE 2007 APPLICATIONS ONSITE TRAINING

1. This Bulletin applies to all state employees, within the New Jersey Department of Military and Veterans Affairs (DMAVA) regarding level 1 training on Microsoft Office 2007 applications (including Access Level 1) which will soon be installed on computers residing on the Garden State Network. Class applications will also be excepted from federal staff members for enrollment for any open seats however state employees will be given first preference
2. Classes are designed to give students a proper introduction to software applications in the Microsoft Office Suite to include Microsoft Access. Each class will focus on one application and consist of 8 hours of onsite training in the Homeland Security Center of Excellence (HSCOE) located in Lawrenceville.
3. Microsoft **2007** Level 1 Courses (including Access Level 1):

Word 2007 Level 1

Overview: Students will learn basic concepts required to produce basic business documents using the upgraded version of Microsoft® Word 2007. They will create, edit, and enhance standard business documents.

Excel 2007 Level 1

Overview: Students will learn and explore the Microsoft® Office Excel® 2007 environment and create a basic worksheet. They will perform calculations, modify worksheets, format worksheets, print workbook contents and learn to manage large workbooks.

PowerPoint 2007 Level 1

Overview: Students will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations. They will format text on slides, add graphical objects to a presentation, modify objects on slides, add tables to a presentation, add charts to a presentation and lastly prepare to deliver a presentation.

Outlook 2007 Level 1

Overview: Provides students with the skills needed to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes. Students will learn to identify the components of the new Outlook 2007 environment.

**** Access 2007 Level 1 (Two-day course) ****

Overview: Students will create and modify new databases and their various objects. They learn how to maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2007 with other applications.

4. Workstations will be provided to each student during the class to enhance the learning experience. Training outlines are available upon request from the DMAVA Customer Support Center at (609) 530-7177.
5. Microsoft Office **2007** Level 1 Training will be conducted twice a month starting on August 5, 2008 and continuing until May 19, 2009. Training dates are listed in Enclosure 1.
6. Deputy Commissioner of Veterans Affairs, Division Directors, Superintendents, and separate office managers are required to approve all requests for training. Individuals requesting training must submit a Training Request form (see Enclosure 2) at least one week in advance of the scheduled training date. Seating is limited to 15 students per course and all requests will be handled on a first-come, first-served basis. The (IT) Training request form can also be obtained in a fillable word document version on-line at http://www.state.nj.us/military/publications/forms/DMAVA_IT_Training_Form.doc
7. Questions or inquiries concerning this bulletin should be addressed to Mrs. Dee Panfile at the State Helpdesk at (609) 530-7177 or dee.panfile@njdmava.state.nj.us.

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DAVID S. SNEDEKER.
Chief Information Officer
Director, Information and
Administrative Services Division

DISTRIBUTION: A, A1, A2, B, C, D, E, F

2 Encls:

1. DMAVA Microsoft Office 2007 Level 1 Training Dates
2. DMAVA Microsoft Training Request Form

DMAVA Microsoft Office 2007 Level 1 Training Dates

Course	Date Conducted
Outlook 2007 Level 1	Tuesday, August 5, 2008
Word 2007 Level 1	Tuesday, August 19, 2008
Excel 2007 Level 1	Thursday, September 4, 2008
PowerPoint 2007 Level 1	Tuesday, September 16, 2008
** Access 2007 Level 1	Wednesday, October 1 st & Thursday, Oct. 2, 2008 **
Outlook 2007 Level 1	Thursday, October 16, 2008
Word 2007 Level 1	Thursday, November 6, 2008
Excel 2007 Level 1	Thursday, November 20, 2008
PowerPoint 2007 Level 1	Tuesday, December 9, 2008
** Access 2007 Level 1	Tuesday, December 16 th & Wednesday, Dec. 17, 2008 **
Outlook 2007 Level 1	Thursday, January 8, 2009
Word 2007 Level 1	Thursday, January 22, 2009
Excel 2007 Level 1	Tuesday, February 10, 2009
PowerPoint 2007 Level 1	Tuesday, February 24, 2009
** Access 2007 Level 1	Wednesday, March 11 th & Thursday, March 12, 2009 **
Outlook 2007 Level 1	Thursday, March 26, 2009
Word 2007 Level 1	Tuesday, April 7, 2009
Excel 2007 Level 1	Tuesday, April 21, 2009
PowerPoint 2007 Level 1	Tuesday, May 5, 2009
** Access 2007 Level 1	Tuesday, May 19 th & Wednesday, May 20, 2009 **

All sessions will begin at 0900

Encl 1

**STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

DMAVA MICROSOFT TRAINING REQUEST FORM

(Please use a separate form for each date)

Requestor's Name: _____

Unit/Directorate/Section: _____

E-Mail Address: _____

Work Phone: _____

Course Name and Date Requested: _____

Trainee Signature

Once this registration is confirmed, I will notify Customer Support Center (609) 530-7177 in advance of any changes in my schedule. This notification will be followed up in writing with the reasons for the change within five days.

Date

Signature

SUPERVISOR'S APPROVAL

I approve of this course registration request.

Supervisor's Name (Please print or type)

Supervisor's Signature

Supervisor's Telephone Number

DIRECTOR'S APPROVAL

I approve of this course registration request.

Director's Name (Please print or type)

Director's Signature

Director's Telephone Number

Return completed form to the Customer Support Center via the following methods:

Interoffice mail

Scan and e-mail to dee.panfile@njdmava.state.nj.us

Fax to (609) 530-7066