CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064, Rancho Cordova, CA 95741-9064

August 18, 2003

TC LETTER: 03-12

CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: POWERPOINT SURVEY

Background

During the Child Support Program Orientation (CSPO) Training for Trainers event, course participants expressed a need for PowerPoint training at the local and regional levels. PowerPoint is a valuable tool for the delivery of CSPO, as well as for the design, development and delivery of other training programs. Therefore, the Department of Child Support Services (DCSS) Training and Procedures Unit is conducting a survey to assess the need for local PowerPoint training.

Survey

The PowerPoint survey is attached. Please read each definition carefully and specify which levels of training are appropriate for your LCSA. Also specify the number of DCSS certified trainers who will attend this training if it is offered in your region. **Please complete the survey by August 29, 2003 and e-mail to Tara Goodman at Tara.Goodman@dcss.ca.gov.**

Training Audience

Enrollment is limited to DCSS certified trainers. When assessing the need for this training, please keep in mind the intended audience. Upon completion of the training, your certified trainers may offer local or regional PowerPoint training if there is a need.

Training Locations

If survey results indicate the need, the training will be offered in all six regions. Regional Training Chairs, in coordination with the Child Support Directors Association, will determine training dates and locations. The DCSS Statewide Training Team will deliver the training.

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your
POWER

DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the DCSS website at
www.childsup.cahwnet.gov

If you have any questions regarding the completion of this survey, please contact Tara Goodman at 916-464-5484 or tara.goodman@dcss.ca.gov.

Sincerely,

SHAR SCHROEPFER, Chief
Policy Branch

cc   IV-D Directors
        Training Advisory Committee

Attachment

California Department of Child Support Services Training & Procedures Unit

Microsoft® PowerPoint® 2000 Training for DCSS Child Support Certified Trainers

This survey was designed to assist the Statewide Training Team in assessing the need for Regional Microsoft PowerPoint Office 2000 training. Please review each page to determine which training(s) would be appropriate for your local Certified Trainers. After analysis of the completed surveys, DCSS will determine the number and location of the trainings. Please feel free to provide us with your comments or questions.

Name:

Telephone Number:

Please complete survey by August 29, 2003.

Your Electronic Mail Address:

Your LCSA or Affiliation:

Region:

Do you currently have Microsoft PowerPoint available?

Yes   No

If yes, which version of Microsoft PowerPoint are you running? Choose all that apply:

Microsoft PowerPoint XP 2002
Microsoft PowerPoint Office 2000
Microsoft PowerPoint 97/98
Microsoft PowerPoint Older Version (95, 6.x, 5.x, 4.x, etc.)

The scheduled number and location of sessions will be dependent on the number of participants who are going to attend. Please give as accurate of a count as possible.

How many Certified Trainers will attend a Regional Level 1 PowerPoint Training?

How many Certified Trainers will attend a Regional Level 2 PowerPoint Training?

How many Certified Trainers will attend a Regional Level 3 PowerPoint Training?

<u>Microsoft PowerPoint Office 2000 Level 1</u>
Participants will receive the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint Office 2000.

<u>Pre-requisite:</u> Basic Windows functionality, such as navigating within Windows & keyboard usage.

Below are the topics of the Level 1 training course:

Lesson 1: Introduction to MS PowerPoint Office 2000
    Opening a Presentation
    Exploring the PowerPoint Window
    Exploring Different PowerPoint Views

Lesson 2: Beginning a Presentation
    Creating Title and Bullet Slides
    Creating Slides in Outline View
    Modifying Slide Text
    Checking Spelling

Lesson 3: Drawing Tools
    Working with Drawing Tools
    Working with Text and Drawn Objects
    Enhancing Drawn Objects

Lesson 4: Clip Art and WordArt
    Using Clip Art
    Using WordArt

Lesson 5: Templates and the Slide Master
    Selecting a Template
    Changing Text and Bullets in the Slide Master
    Removing Slide Master Objects and Adding a Footer

Lesson 6: Slide Shows, Output, and Presentation Options
    Slide Show Options
    Adding Transitions and Animation to a Slide Show
    Running a Manual and an Automatic Slide Show
    Working with Notes
    Printing a Presentation

Microsoft PowerPoint Office 2000 Level 2
Participants will receive advanced features of Microsoft PowerPoint 2000, including working in the PowerPoint environment, customizing templates, and creating effective slides for delivery.

Pre-requisite: MS PowerPoint Office 2000 Level 1 and have the basic skills necessary to use MS PowerPoint Office 2000.

Below are the topics of the Level 2 training course:

Lesson 1: Working with Templates
Working with Presentations
Creating a Template
Working with a Design Template

Lesson 2: Working with Multimedia
Working with Graphics and Multimedia
Working with Animation

Lesson 3: Working within the Office Suite
Inserting Office Objects
Creating Slides from an Outline
Sending Slides to Microsoft Word

Lesson 4: Additional PowerPoint Features
Customizing PowerPoint Toolbars
Other Customization Options
Automating Slide Production
Using AutoCorrect and the Style Checker

Microsoft PowerPoint Office 2000 Level 3

Participants will receive advanced technical features of Microsoft PowerPoint 2000, including working in the PowerPoint environment, customizing templates, and making presentations interactive by using hyperlinks and action buttons.

<u>Pre-requisite:</u> MS PowerPoint Office 2000 Level 2 and have the basic skills necessary to use MS PowerPoint Office 2000.

Below are the topics of the Level 3 training course:

Lesson 1: Organization Charts and Microsoft Graph
Creating an Organization Chart
Organization Chart Options
Orientation to Microsoft Graph
Editing a Column Chart

Lesson 2: Building Interactive Presentations
Creating Hyperlinks
Creating Interactive Objects
Working with Slide Show Options
Using the Meeting Minder

Lesson 3: Preparing Presentations for the Web
Using the AutoContent Wizard
Saving Presentations for Internet Delivery and Viewing

Lesson 4: Collaborating on the Web
Exploring Online Meetings
Broadcasting Presentations
Delivering Presentations