

## TRAINING RESOURCES

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(209) 744-5000

Scheduling/Room Reservation  
Housing Accommodations  
(209) 744-5049

The links listed below are displayed on this page because they have information that may be of interest to our employees - you may seek others resources. If you need further assistance, see your IST coordinator. The State of California does not necessarily endorse the views expressed or the facts presented on these sites. The State of California does not endorse any commercial products that may be advertised or on these sites. The State of California Privacy Policy only applies on sites that are owned by the State.

### ONLINE COMPUTER TRAINING

[Microsoft Office Training](#)

The reference guides listed below focus on the new user interface and other features in **Office 2007** and **Office 2010**. They are meant for users of previous versions of the Office Suite.

Upgrading from Office 2003 to 2007: [Word](#), [Excel](#), [Outlook](#), [PowerPoint](#)

Migrating from Office 2003 to 2010: [Word](#), [Excel](#), [Outlook](#), [PowerPoint](#)

The following training courses require users to have access to the internet (World Wide Web) and intranet (CDCR internal network).

[Up to Speed with Word 2007](#)

[Training courses for Word 2010](#)

[Up to Speed with Excel 2007](#)

[Training courses for Excel 2010](#)

[Up to Speed with Outlook 2007](#)

[Training courses for Outlook 2010](#)

[Up to Speed with PowerPoint 2007](#)

[Training courses for PowerPoint 2010](#)

### TRAINING FOR STATE EMPLOYEES

California Department of Human Resources

[Training](#)

[Course Catalog](#)

California Department of Technology – Office of Professional Development

[Training & Education Center](#)

National Institute of Corrections

[Training for Corrections Professionals](#)

CPS HR Consulting

[Training Center](#)

### TRAINING FOR SUPERVISORS AND MANAGERS

California Department of Human Resources

[Virtual Help Desk for Supervisors and Managers](#)

Advanced Learning Institute

[Executive Development Orientation Program](#)