

## **DCFS MEMORANDUM 14-03**

**DATE: FEBRUARY 12, 2014**

**TO: DCFS SUPERVISORY STAFF**

**FROM: ETTA HARRIS, UNDERSECRETARY  
DIVISION OF MANAGEMENT AND FINANCE**

**RE: TRAINING AVAILABLE FOR NEW COMPUTER ROLLOUT**

This memorandum provides information regarding web based training for Microsoft software that is available through LEO and Comprehensive Public Training Program (CPTP).

With the rollout of the new computers for DCFS employees, there may be staff that want or need to increase their knowledge and skills on the use of Microsoft Word 10, Excel 10 and Power Point 10.

In LEO all DCFS employees will find several CPTP web based courses available for Microsoft Word 10, Excel 10 and Power Point 10. There are beginning and advanced level courses. These courses are intended for all state employees and each are about one (1) hour in length. For each of these web based courses, staff may browse through descriptions of the course goals and content to determine which courses may best meet their needs.

### **Instructions to find in LEO Web Based Courses are as follows:**

1. Log into LEO with your novel name and password.
2. Open your "My Training" tab in LEO.
3. On the left side bar under Course Catalog, click on Comprehensive Public Training Program.
4. For a listing of web based courses scroll down under Assigned Subject Areas to find CPTP Web/WBT.
5. Click on CPTP Web/WBT.
6. Under Subject Areas click on CPTP Software Instruction.
7. Scroll through the list of courses to find CPTP Excel 10, CPTP Power Point 10 and CPTP Word 10.
8. Click on the specific software that you are interested in reviewing, (Excel, Power Point or Word).



9. Click on each course and review the course goals and content.
10. If you find a course you want to take, scroll down and click on Book This Course.
11. Click "OK" at the "Do you want to book this course?"
12. Click Start Course Now. The course will open in a separate window.

Should you have any questions about taking a CPTP course please contact your DCFS Regional Trainer:

Jany Champagne, State Office and Lafayette Region, 337-262-5945;  
Shirley Jones, Baton Rouge and Thibodaux Regions, 225-342-0417;  
Brigitte Cottrell, Greater Orleans Region and back-up to Covington Region, 504-569-7453;  
Angel Albert-Skinner, Covington Region and Special State Office Assignments, 225-219-6917;  
Britiny Brooks, Lake Charles and Alexandria Regions, 337-491-2065;  
Rebecca Smith, Shreveport and Monroe Regions, 318-676-7252

