



September 7, 2004

**OKLAHOMA BULLETIN NO. OK270-4-8**

**SUBJECT: IRM – Windows XP Training Initiative**

**Purpose:** To inform Oklahoma NRCS employees of mandatory computer training.

**Expiration Date:** September 30, 2004

Oklahoma NRCS has contracted with ExecuTrain to provide a full suite of learning events for the Microsoft Windows XP operating environment, as well as the Office XP desktop products, MS Word and MS Outlook.

In the next week you will receive an email from ExecuTrain describing how to enroll in this training. Each employee will sign up and receive the following training;

- 3 hrs. – Windows XP Operating System
- 3 hrs. – MS Word
- 6 hrs. (2 sessions) – MS Outlook

These interactive sessions with a training professional will instruct, assist, and guide you through the features of the Microsoft products. This training is mandatory and every employee must sign up for each session offered. These training sessions will begin September 20<sup>th</sup> and will run through December. Each session will hold 19 employees and are on a first come first serve basis.

M. DARREL DOMINICK  
State Conservationist

DIST: AE