

OPAL July - September 2022 Online Classes

| All classes are interactive and include 15 minutes of Q&A, <b>except</b> for Tuesday Tips or <b>unless</b> marked (D) for demonstration. <b>Durations vary, so be sure to check the schedule.</b> Start times run 8:30 am to 6:00 pm. |        | See our website for descriptions     |                |
|---|--------|--------------------------------------|----------------|
|   |        | See our current catalog in Frontline |                |
| Title   | Date   | Time                                 | Instructor     |
| <b>Tuesday Tips *OPAL members ONLY*</b>   |        |                                      |                |
| <b>(One tip, then open for participant questions)</b>   |        |                                      |                |
| Tuesday Tips - Microsoft  | Jul-12 | 10:00 - 10:15                        | JoAnn Uhl      |
| Tuesday Tips - Google and Gmail   | Jul-19 | 10:00 - 10:15                        | Barbara Heiles |
| Tuesday Tips - Microsoft  | Jul-26 | 10:00 - 10:15                        | JoAnn Uhl      |
| Tuesday Tips - Google and Gmail   | Aug-2  | 10:00 - 10:15                        | Barbara Heiles |
| Tuesday Tips - Google and Gmail   | Aug-9  | 10:00 - 10:15                        | Barbara Heiles |
| Tuesday Tips - Microsoft  | Aug-16 | 10:00 - 10:15                        | JoAnn Uhl      |
| Tuesday Tips - Microsoft  | Sep-20 | 10:00 - 10:15                        | JoAnn Uhl      |
| Tuesday Tips - Google and Gmail   | Sep-27 | 10:00 - 10:15                        | Barbara Heiles |
| <b>Coffee Break Classes *OPAL members ONLY*</b>   |        |                                      |                |
| <b>(Quick, narrow topic demonstrations)</b>   |        |                                      |                |
| Coffee Break Class - Keyboard & Mouse Shortcuts: Access (D)   | Jul-12 | 12:00 - 12:15                        | JoAnn Uhl      |
| Coffee Break Class - Using Quick '@' Insert in Google Docs (D)  | Jul-20 | 10:00 - 10:15                        | Barbara Heiles |
| Coffee Break Class - Keyboard & Mouse Shortcuts: Windows (D)  | Jul-26 | 12:30 - 12:45                        | JoAnn Uhl      |
| Coffee Break Class - Using Tasks in Google Calendar (D)   | Jul-26 | 10:00 - 10:15                        | Barbara Heiles |
| Coffee Break Class - Creating groups (labels) in Google Contacts (D)  | Jul-27 | 10:00 - 10:15                        | Barbara Heiles |
| Coffee Break Class - Keyboard & Mouse Shortcuts: Excel (D)  | Aug-2  | 12:00 - 12:15                        | JoAnn Uhl      |
| Coffee Break Class - Moving Files and Folders in Google Drive (D)   | Aug-3  | 10:00 - 10:15                        | Barbara Heiles |
| Coffee Break Class - Text Wrap around images in Word (D)  | Aug-10 | 9:00 - 9:15                          | JoAnn Uhl      |
| Coffee Break Class - Using the Priority Section in Google Drive (D)   | Aug-10 | 10:00 - 10:15                        | Barbara Heiles |
| Coffee Break Class - Keyboard & Mouse Shortcuts: PowerPoint (D)   | Aug-16 | 12:00 - 12:15                        | JoAnn Uhl      |
| Coffee Break Class - Using Out-of-Office Events in Google Calendar (D)  | Aug-16 | 2:00 - 2:15                          | Barbara Heiles |
| Coffee Break Class - Keyboard & Mouse Shortcuts: Word (D)   | Sep-20 | 12:00 - 12:15                        | JoAnn Uhl      |
| Coffee Break Class - Chrome tabs: Group, Pin, Add tab to Reading List (D)   | Sep-21 | 10:00 - 10:15                        | Barbara Heiles |
| Coffee Break Class - Extracting Text from Images with Google Keep (D)   | Sep-23 | 10:00 - 10:15                        | Barbara Heiles |
| Coffee Break Class - Searching in Gmail and Google Drive (D)  | Sep-28 | 10:00 - 10:15                        | Barbara Heiles |
| Coffee Break Class - Convert a bulleted list into SmartArt PowerPoint (D)   | Sep-29 | 2:30 - 2:45                          | JoAnn Uhl      |
| Coffee Break Class - Page Setup in Google Sheets (D)  | Sep-30 | 10:00 - 10:15                        | Barbara Heiles |
| <b>Adobe Products</b>   |        |                                      |                |
| Adobe Acrobat Forms (D)   | Sep-27 | 9:30 - 10:30                         | JoAnn Uhl      |
| Illustrator – Getting Started (D)   | Jul-12 | 10:30 - 11:30                        | JoAnn Uhl      |
| Illustrator – Using Shapes (D)  | Aug-1  | 9:30 - 10:30                         | JoAnn Uhl      |
| Photoshop – Getting Started (D)   | Jul-7  | 12:30 - 1:30                         | JoAnn Uhl      |
| Photoshop – Getting Started (D)   | Sep-20 | 10:30 - 11:30                        | JoAnn Uhl      |
| Photoshop – Layer Basics (D)  | Jul-27 | 11:00 - 12:00                        | JoAnn Uhl      |

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| Title   | Date   | Time                                 | Instructor     |
| <b>Database</b>   |        |                                      |                |
| Access – Advanced Queries (D)   | Sep-20 | 1:00 - 2:00                          | JoAnn Uhl      |
| Access – Automating with VBA and Macros (D)   | Sep-22 | 11:00 - 12:00                        | JoAnn Uhl      |
| Access – Building and Using Queries (D)   | Jul-21 | 9:30 - 10:30                         | JoAnn Uhl      |
| Access – Getting Started (D)  | Jul-7  | 11:00 - 12:00                        | JoAnn Uhl      |
| Access – Getting Started (D)  | Sep-28 | 2:30 - 3:30                          | JoAnn Uhl      |
| Access – Using Forms (D)  | Jul-26 | 8:30 - 9:30                          | JoAnn Uhl      |
| Access – Using Reports (D)  | Sep-27 | 11:00 - 12:00                        | JoAnn Uhl      |
| <b>Google Drive and Google Workspace</b>  |        |                                      |                |
| Google Calendar – Getting Started   | Jul-19 | 12:30 - 2:15                         | Barbara Heiles |
| Google Calendar – Viewing and Sharing Calendars   | Jul-27 | 12:30 - 2:15                         | Barbara Heiles |
| Google Calendar – Customization   | Aug-17 | 12:30 - 2:15                         | Barbara Heiles |
| Google Calendar – Using Appointment Slots/Schedules   | Aug-11 | 10:00 - 11:45                        | Barbara Heiles |
| Google Drive and Google Workspace Overview  | Jul-20 | 12:30 - 2:15                         | Barbara Heiles |
| Google Drive and Google Workspace Overview  | Sep-20 | 10:00 - 11:45                        | Barbara Heiles |
| Google Workspace – Collaborating and Using Version History  | Aug-2  | 12:30 - 2:15                         | Barbara Heiles |
| Google Drive – "Shared with me" and "Shared drives"   | Aug-4  | 12:30 - 2:15                         | Barbara Heiles |
| Google Forms – Getting Started  | Jul-26 | 12:30 - 2:15                         | Barbara Heiles |
| Google Forms – Quizzes  | Aug-3  | 12:30 - 2:15                         | Barbara Heiles |
| Google Forms – Branching into Sections  | Sep-27 | 12:30 - 2:15                         | Barbara Heiles |
| Google Sites – Create Your Own Website  | Aug-10 | 12:30 - 2:15                         | Barbara Heiles |
| Google Drawings – Creating Diagrams   | Aug-17 | 10:00 - 11:45                        | Barbara Heiles |
| Google Search Tips (D)  | Sep-28 | 12:30 - 1:30                         | Barbara Heiles |
| <b>Mail – Google</b>  |        |                                      |                |
| Gmail – Getting Started   | Jul-25 | 12:30 - 2:15                         | Barbara Heiles |
| Gmail – Getting Started   | Sep-29 | 10:00 - 11:45                        | Barbara Heiles |
| Gmail – Customize How You Send and Receive Email  | Sep-29 | 12:30 - 2:15                         | Barbara Heiles |
| Gmail – Customize Your Inbox  | Aug-18 | 12:30 - 2:15                         | Barbara Heiles |
| Gmail – Labels and Filters  | Sep-22 | 10:00 - 11:45                        | Barbara Heiles |
| <b>Mail – Microsoft</b>   |        |                                      |                |
| Outlook – Getting Started (D)   | Jul-7  | 9:30 - 10:30                         | JoAnn Uhl      |
| Outlook – Getting Started (D)   | Aug-1  | 11:00 - 12:00                        | JoAnn Uhl      |
| <b>Mail Merge – Microsoft</b>   |        |                                      |                |
| Mail Merge Using Microsoft Office (D)   | Jul-8  | 11:00 - 12:00                        | JoAnn Uhl      |
| Mail Merge Using Microsoft Office (D)   | Sep-20 | 8:30 - 9:30                          | JoAnn Uhl      |
| <b>Operating System</b>   |        |                                      |                |
| Windows & File Management (D)   | Jul-12 | 8:30 - 9:30                          | JoAnn Uhl      |
| Windows & File Management (D)   | Aug-10 | 9:30 - 10:30                         | JoAnn Uhl      |
| Windows & File Management (D)   | Sep-27 | 12:30 - 1:30                         | JoAnn Uhl      |

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| Title   | Date     | Time                                 | Instructor     |
| <b>Presentations – Google</b>   |          |                                      |                |
| Google Slides   | Aug-9    | 12:30 - 2:15                         | Barbara Heiles |
| <b>Presentations – Microsoft</b>  |          |                                      |                |
| PowerPoint – Adding Animations and Finishing a Presentation (D)   | Aug-10   | 11:00 - 12:00                        | JoAnn Uhl      |
| PowerPoint – Getting Started (D)  | Jul-7    | 2:00 - 3:00                          | JoAnn Uhl      |
| PowerPoint – Getting Started (D)  | Aug-18   | 12:30 - 1:30                         | JoAnn Uhl      |
| PowerPoint – Inserting Objects into Presentation (D)  | Jul-14   | 11:00 - 12:00                        | JoAnn Uhl      |
| PowerPoint – Inserting Objects into Presentation  | Sep-22   | 12:30 - 2:15                         | JoAnn Uhl      |
| PowerPoint – Modifying a Presentation (D)   | Jul-26   | 2:30 - 3:30                          | JoAnn Uhl      |
| <b>Publications</b>   |          |                                      |                |
| MS Publisher – Getting Started (D)  | Jul-14   | 2:00 - 3:00                          | JoAnn Uhl      |
| MS Publisher – Getting Started (D)  | Aug-16   | 10:30 - 11:30                        | JoAnn Uhl      |
| <b>Specialty</b>  |          |                                      |                |
| Specialty Projects Workshop (2 hrs) *OPAL members ONLY*   | July TBD | TBD                                  | TBD            |
| Specialty Projects Workshop (2 hrs) *OPAL members ONLY*   | Aug TBD  | TBD                                  | TBD            |
| Specialty Projects Workshop (2 hrs) *OPAL members ONLY*   | Sep TBD  | TBD                                  | TBD            |
| <b>Spreadsheet – Microsoft</b>  |          |                                      |                |
| Excel – Comparing Lists (D)   | Jul-27   | 9:30 - 10:30                         | JoAnn Uhl      |
| Excel – Data Analysis & Using Tables (D)  | Jul-27   | 12:30 - 1:30                         | JoAnn Uhl      |
| Excel – Data Analysis & Using Tables (D)  | Sep-29   | 9:30 - 10:30                         | JoAnn Uhl      |
| Excel – Formatting a worksheet (D)  | Jul-14   | 12:30 - 1:30                         | JoAnn Uhl      |
| Excel – Getting Started (D)   | Jul-8    | 9:30 - 10:30                         | JoAnn Uhl      |
| Excel – Getting Started   | Sep-21   | 12:30 - 2:15                         | JoAnn Uhl      |
| Excel – Intro to Macros and VBA (D)   | Jul-21   | 11:00 - 12:00                        | JoAnn Uhl      |
| Excel – Intermediate Macros and VBA (D)   | Aug-10   | 12:30 - 1:30                         | JoAnn Uhl      |
| Excel – Lookup Functions (D)  | Aug-2    | 10:30 - 11:30                        | JoAnn Uhl      |
| Excel – Pivot Tables (D)  | Sep-29   | 11:00 - 12:00                        | JoAnn Uhl      |
| Excel – Pivot Tables (D)  | Aug-18   | 2:00 - 3:00                          | JoAnn Uhl      |
| Excel – Shortcuts, Tips & Tricks (D)  | Aug-16   | 12:30 - 1:30                         | JoAnn Uhl      |
| Excel – Shortcuts, Tips & Tricks (D)  | Jul-21   | 2:00 - 3:00                          | JoAnn Uhl      |
| Excel – Shortcuts, Tips & Tricks (D)  | Sep-27   | 2:00 - 3:00                          | JoAnn Uhl      |
| Excel – Working with Charts   | Sep-28   | 12:30 - 2:15                         | JoAnn Uhl      |
| Excel – Working with Charts (D)   | Aug-10   | 2:00 - 3:00                          | JoAnn Uhl      |
| Excel – Working with Formulas and Functions   | Jul-26   | 10:30 - 12:15                        | JoAnn Uhl      |
| Excel – Working with Formulas and Functions (D)   | Sep-22   | 9:30 - 10:30                         | JoAnn Uhl      |
| Excel – Working with Range Names (D)  | Aug-18   | 11:00 - 12:00                        | JoAnn Uhl      |
| Excel – Make spreadsheets work for you  | Aug-4    | 10:00 - 11:45                        | Barbara Heiles |

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| <b>Spreadsheet – Google</b>   |        |                                      |                |
| Google Sheets – Getting Started   | Jul-21 | 12:30 - 2:15                         | Barbara Heiles |
| Google Charts   | Aug-11 | 12:30 - 2:15                         | Barbara Heiles |
| Google Sheets – Restricting Parts of a Sheet  | Sep-20 | 12:30 - 2:15                         | Barbara Heiles |
| Google Sheets – Conditional Formatting  | Sep-22 | 12:30 - 2:15                         | Barbara Heiles |
| Google Sheets - Sort & Filter   | Sep-30 | 12:30 - 2:15                         | Barbara Heiles |
| <b>Templates</b>  |        |                                      |                |
| Google Docs and Sheets Templates  | Sep-23 | 12:30 - 2:15                         | Barbara Heiles |
| MS Office Templates   | Aug-1  | 12:30 - 2:15                         | JoAnn Uhl      |
| <b>Word Processing – Microsoft</b>  |        |                                      |                |
| Word – Editing Documents (D)  | Jul-21 | 12:30 - 1:30                         | JoAnn Uhl      |
| Word – Formatting Documents (D)   | Jul-26 | 1:00 - 2:00                          | JoAnn Uhl      |
| Word – Formatting Text, Paragraphs and Lists (D)  | Aug-2  | 8:30 - 9:30                          | JoAnn Uhl      |
| Word – Formatting Text, Paragraphs and Lists  | Sep-29 | 12:30 - 2:15                         | JoAnn Uhl      |
| Word – Getting Started (D)  | Jul-12 | 12:30 - 1:30                         | JoAnn Uhl      |
| Word – Getting Started (D)  | Aug-16 | 2:00 - 3:00                          | JoAnn Uhl      |
| Word – Getting Started  | Sep-23 | 12:30 - 2:15                         | JoAnn Uhl      |
| Word – Graphics (D)   | Aug-16 | 8:30 - 9:30                          | JoAnn Uhl      |
| Word – Shortcuts, Tips & Tricks (D)   | Jul-14 | 9:30 - 10:30                         | JoAnn Uhl      |
| Word – Tables (D)   | Aug-18 | 9:30 - 10:30                         | JoAnn Uhl      |
| <b>Word Processing – Google</b>   |        |                                      |                |
| Google Docs – Getting Started   | Jul-25 | 10:00 - 11:45                        | Barbara Heiles |
| Google Docs – Formatting Documents  | Aug-18 | 10:00 - 11:45                        | Barbara Heiles |
| Google Docs – Formatting Paragraphs and Lists   | Sep-21 | 12:30 - 2:15                         | Barbara Heiles |