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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.			
Title	Date	Time	Instructor
<b>Tuesday Tips *OPAL members ONLY*</b>			
<b>(One tip, then open for participant questions)</b>			
Tuesday Tips - Google and Gmail	Oct-25	10:00 - 10:15	Barbara Heiles
Tuesday Tips - Google and Gmail	Nov-1	10:00 - 10:15	Barbara Heiles
Tuesday Tips - Microsoft	Nov-15	10:00 - 10:15	JoAnn Uhl
Tuesday Tips - Microsoft	Nov-22	10:00 - 10:15	JoAnn Uhl
Tuesday Tips - Google and Gmail	Nov-29	10:00 - 10:15	Barbara Heiles
Tuesday Tips - Microsoft	Dec-6	10:00 - 10:15	JoAnn Uhl
<b>Coffee Break Classes *OPAL members ONLY*</b>			
<b>(Quick, narrow-topic demonstrations)</b>			
Coffee Break Class - Creating Columns in Google Docs (D)	Oct-20	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Using Starred in Gmail and Google Drive (D)	Oct-26	2:00 - 2:15	Barbara Heiles
Coffee Break Class - Keyboard & Mouse Shortcuts: Windows (D)	Oct-27	10:00 - 10:15	JoAnn Uhl
Coffee Break Class - Moving Files and Folders in Google Drive (D)	Oct-28	2:00 - 2:15	Barbara Heiles
Coffee Break Class - Using Tasks in Google Calendar (D)	Nov-2	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Using Quick '@' Insert in Google Docs (D)	Nov-7	2:00 - 2:15	Barbara Heiles
Coffee Break Class - Keyboard & Mouse Shortcuts: Word (D)	Nov-9	10:00 - 10:15	JoAnn Uhl
Coffee Break Class - Using Tasks and Reminders in Google Calendar (D)	Nov-16	2:00 - 2:15	Barbara Heiles
Coffee Break Class - Keyboard & Mouse Shortcuts: Excel (D)	Nov-17	10:00 - 10:15	JoAnn Uhl
Coffee Break Class - Creating groups (labels) in Google Contacts (D)	Nov-18	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Text Wrap around images in Word (D)	Nov-21	10:00 - 10:15	JoAnn Uhl
Coffee Break Class - Using the Priority Section in Google Drive (D)	Nov-21	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Using Out-of-Office Events in Google Calendar (D)	Nov-21	2:00 - 2:15	Barbara Heiles
Coffee Break Class - Keyboard & Mouse Shortcuts: Access (D)	Nov-30	10:00 - 10:15	JoAnn Uhl
Coffee Break Class - Chrome tabs: Group, Pin, Add tab to Reading List (D)	Nov-30	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Convert a bulleted list into SmartArt in PowerPoint (D)	Dec-5	10:00 - 10:15	JoAnn Uhl
Coffee Break Class - Page Setup in Google Sheets (D)	Dec-7	2:00 - 2:15	Barbara Heiles
Coffee Break Class - Extracting Text from Images with Google Keep (D)	Dec-9	2:00 - 2:15	Barbara Heiles
<b>Adobe Products</b>			
Adobe Acrobat Forms (D)	Nov-10	9:00 - 10:00	JoAnn Uhl
Illustrator – Getting Started (D)	Dec-8	6:00 - 7:00	JoAnn Uhl
Illustrator – Using Shapes (D)	Oct-27	3:30 - 4:30	JoAnn Uhl
Illustrator – Using Shapes (D)	Nov-30	2:00 - 3:00	JoAnn Uhl
Photoshop – Getting Started (D)	Nov-17	6:00 - 7:00	JoAnn Uhl
Photoshop – Layer Basics	Nov-21	10:30 - 12:15	JoAnn Uhl
Photoshop – Layer Basics (D)	Dec-14	12:30 - 1:30	JoAnn Uhl

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<b>Chromebook</b>			
Chromebook Overview	Oct-24	10:00 - 11:45	Barbara Heiles
Chromebook Overview	Nov-28	1:00 - 2:45	Barbara Heiles
<b>Database</b>			
Access – Getting Started (D)	Oct-27	6:00 - 7:00	JoAnn Uhl
Access – Advanced Queries (D)	Nov-9	12:30 - 1:30	JoAnn Uhl
Access – Using Forms (D)	Oct-27	8:30 - 9:30	JoAnn Uhl
Access – Automating with VBA and Macros (D)	Nov-21	12:30 - 1:30	JoAnn Uhl
Access – Using Reports (D)	Dec-12	11:00 - 12:00	JoAnn Uhl
<b>Google Drive and Google Workspace</b>			
Google Calendar – Getting Started	Nov-7	10:00 - 11:45	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	Oct-27	4:00 - 5:45	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	Nov-10	1:00 - 2:45	Barbara Heiles
Google Calendar – Customization	Oct-27	10:00 - 11:45	Barbara Heiles
Google Calendar – Customization	Nov-17	4:00 - 5:45	Barbara Heiles
Google Calendar – Customization	Dec-1	1:00 - 2:45	Barbara Heiles
Google Calendar – Out of Office, Reminders, Tasks	Oct-28	10:00 - 11:45	Barbara Heiles
Google Calendar – Out of Office, Reminders, Tasks	Dec-2	1:00 - 2:45	Barbara Heiles
Google Calendar – Using Appointment Slots/Schedules	Nov-3	10:00 - 11:45	Barbara Heiles
Google Calendar – Using Appointment Slots/Schedules	Dec-7	10:00 - 11:45	Barbara Heiles
Google Drive and Google Workspace Overview - DATE/TIME CHANGE	Nov-15	11:00 - 12:45	Barbara Heiles
Google Drive – "Shared with me" and "Shared drives"	Nov-14	10:00 - 11:45	Barbara Heiles
Google Workspace – Collaborating and Using Version History	Oct-21	1:00 - 2:45	Barbara Heiles
Google Workspace – Collaborating and Using Version History	Nov-1	4:00 - 5:45	Barbara Heiles
Google Workspace – Collaborating and Using Version History	Nov-28	10:00 - 11:45	Barbara Heiles
Google Forms – Getting Started	Nov-3	4:00 - 5:45	Barbara Heiles
Google Forms – Getting Started	Nov-15	1:00 - 2:45	Barbara Heiles
Google Forms – Quizzes	Nov-29	4:00 - 5:45	Barbara Heiles
Google Forms – Branching into Sections	Nov-4	1:00 - 2:45	Barbara Heiles
Google Forms – Branching into Sections	Dec-9	10:00 - 11:45	Barbara Heiles
Google Search Tips (D)	Nov-1	1:00 - 2:00	Barbara Heiles
Google Search Tips (D)	Dec-6	10:00 - 11:00	Barbara Heiles
Google Drawings – Creating Diagrams	Nov-4	10:00 - 11:45	Barbara Heiles
Google Drawings – Creating Diagrams	Dec-6	4:00 - 5:45	Barbara Heiles
Google Drawings – Creating Diagrams	Dec-8	1:00 - 2:45	Barbara Heiles

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<b>Mail – Google</b>			
Gmail – Customize How You Send and Receive Email	Oct-20	1:00 - 2:45	Barbara Heiles
Gmail – Customize How You Send and Receive Email	Nov-17	10:00 - 11:45	Barbara Heiles
Gmail – Labels and Filters	Oct-21	10:00 - 11:45	Barbara Heiles
Gmail – Labels and Filters	Nov-17	1:00 - 2:45	Barbara Heiles
Gmail – Customize Your Inbox	Oct-31	1:00 - 2:45	Barbara Heiles
Gmail – Customize Your Inbox	Nov-15	4:00 - 5:45	Barbara Heiles
Gmail – Customize Your Inbox	Dec-5	1:00 - 2:45	Barbara Heiles
<b>Mail – Microsoft</b>			
Outlook – Getting Started (D)	Oct-27	2:00 - 3:00	JoAnn Uhl
Outlook – Getting Started (D)	Nov-17	8:30 - 9:30	JoAnn Uhl
<b>Mail Merge – Microsoft</b>			
Mail Merge Using Microsoft Office (D)	Oct-20	3:30 - 4:30	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	Dec-6	6:00 - 7:00	JoAnn Uhl
<b>Operating System</b>			
Windows & File Management (D)	Nov-10	6:00 - 7:00	JoAnn Uhl
Windows & File Management (D)	Dec-12	9:30 - 10:30	JoAnn Uhl
<b>Presentations – Google</b>			
Google Slides	Nov-16	10:00 - 11:45	Barbara Heiles
<b>Presentations – Microsoft</b>			
PowerPoint – Getting Started (D)	Nov-17	3:30 - 4:30	JoAnn Uhl
PowerPoint – Inserting Objects into a Presentation (D)	Dec-13	11:00 - 12:00	JoAnn Uhl
PowerPoint – Adding Animations and Finishing a Presentation (D)	Oct-27	12:30 - 1:30	JoAnn Uhl
PowerPoint – Modifying a Presentation (D)	Nov-9	3:30 - 4:30	JoAnn Uhl
PowerPoint – Modifying a Presentation (D)	Dec-12	2:00 - 3:00	JoAnn Uhl
<b>Publications</b>			
MS Publisher – Getting Started (D)	Nov-17	2:00 - 3:00	JoAnn Uhl
MS Publisher – Getting Started (D)	Nov-29	6:00 - 7:00	JoAnn Uhl
<b>Specialty</b>			
Specialty Projects Workshop (2 hrs) *OPAL members ONLY*	Oct TBD	TBD	TBD
Specialty Projects Workshop (2 hrs) *OPAL members ONLY*	Nov TBD	TBD	TBD
Specialty Projects Workshop (2 hrs) *OPAL members ONLY*	Dec TBD	TBD	TBD

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Title	Date	Time	Instructor
<b>Spreadsheet – Microsoft</b>			
Excel – Shortcuts, Tips & Tricks (D)	Nov-30	10:30 - 11:30	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Dec-13	2:00 - 3:00	JoAnn Uhl
Excel – Make Spreadsheets Work for You	Nov-14	1:00 - 2:45	Barbara Heiles
Excel – Working with Formulas and Functions (D)	Nov-15	6:00 - 7:00	JoAnn Uhl
Excel – Working with Formulas and Functions	Dec-5	10:30 - 12:15	JoAnn Uhl
Excel – Getting Started	Oct-27	10:30 - 12:15	JoAnn Uhl
Excel – Getting Started (D)	Nov-1	6:00 - 7:00	JoAnn Uhl
Excel – Getting Started (D)	Dec-13	9:30 - 10:30	JoAnn Uhl
Excel – Working with Charts (D)	Nov-1	2:00 - 3:00	JoAnn Uhl
Excel – Working with Charts	Nov-30	12:00 - 1:45	JoAnn Uhl
Excel – Pivot Tables (D)	Nov-1	12:30 - 1:30	JoAnn Uhl
Excel – Pivot Tables (D)	Nov-21	2:00 - 3:00	JoAnn Uhl
Excel – Lookup Functions (D)	Nov-9	8:30 - 9:30	JoAnn Uhl
Excel – Lookup Functions (D)	Dec-14	2:00 - 3:00	JoAnn Uhl
Excel – Working with Range Names (D)	Nov-9	2:00 - 3:00	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Nov-10	12:30 - 1:30	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Dec-5	2:00 - 3:00	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	Nov-17	12:30 - 1:30	JoAnn Uhl
Excel – Comparing Lists (D)	Nov-21	8:30 - 9:30	JoAnn Uhl
<b>Spreadsheet – Google</b>			
Google Sheets – Getting Started	Oct-20	4:00 - 5:45	Barbara Heiles
Google Sheets – Getting Started	Nov-10	10:00 - 11:45	Barbara Heiles
Google Sheets – Restricting Parts of a Sheet	Oct-25	1:00 - 2:45	Barbara Heiles
Google Sheets – Restricting Parts of a Sheet	Nov-30	1:00 - 2:45	Barbara Heiles
Google Sheets – Restricting Parts of a Sheet	Dec-5	4:00 - 5:45	Barbara Heiles
Google Sheets - Sort & Filter	Oct-31	10:00 - 11:45	Barbara Heiles
Google Sheets - Sort & Filter	Dec-5	10:00 - 11:45	Barbara Heiles
Google Charts	Nov-3	1:00 - 2:45	Barbara Heiles
Google Charts	Dec-1	4:00 - 5:45	Barbara Heiles
Google Charts	Dec-8	10:00 - 11:45	Barbara Heiles
Google Sheets – Conditional Formatting	Nov-2	1:00 - 2:45	Barbara Heiles
Google Sheets – Conditional Formatting	Dec-6	1:00 - 2:45	Barbara Heiles
Google Sheets – Conditional Formatting	Dec-7	4:00 - 5:45	Barbara Heiles

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<b>Templates</b>			
Google Docs and Sheets Templates	Oct-27	1:00 - 2:45	Barbara Heiles
Google Docs and Sheets Templates	Dec-2	10:00 - 11:45	Barbara Heiles
MS Office Templates	Nov-17	10:30 - 12:15	JoAnn Uhl
<b>Word Processing – Microsoft</b>			
Word – Shortcuts, Tips & Tricks (D)	Dec-13	12:30 - 1:30	JoAnn Uhl
Word – Getting Started (D)	Oct-24	6:00 - 7:00	JoAnn Uhl
Word – Getting Started (D)	Nov-15	10:30 - 11:30	JoAnn Uhl
Word – Getting Started	Dec-14	10:30 - 12:15	JoAnn Uhl
Word – Formatting Documents (D)	Nov-1	3:30 - 4:30	JoAnn Uhl
Word – Editing Documents	Nov-9	10:30 - 12:15	JoAnn Uhl
Word – Graphics (D)	Nov-10	2:00 - 3:00	JoAnn Uhl
Word – Graphics (D)	Dec-14	9:00 - 10:00	JoAnn Uhl
Word – Formatting Text, Paragraphs and Lists	Nov-10	10:30 - 12:15	JoAnn Uhl
Word – Formatting Text, Paragraphs and Lists (D)	Nov-30	8:30 - 9:30	JoAnn Uhl
Word – Tables (D)	Dec-12	12:30 - 1:30	JoAnn Uhl
<b>Word Processing – Google</b>			
Google Docs – Getting Started	Oct-25	4:00 - 5:45	Barbara Heiles
Google Docs – Getting Started - DATE/TIME CHANGE	Nov-16	12:00 - 1:45	Barbara Heiles
Google Docs – Formatting Documents	Oct-24	1:00 - 2:45	Barbara Heiles
Google Docs – Formatting Documents	Nov-10	4:00 - 5:45	Barbara Heiles
Google Docs – Formatting Documents	Nov-29	1:00 - 2:45	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	Oct-26	10:00 - 11:45	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	Dec-1	10:00 - 11:45	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	Dec-8	4:00 - 5:45	Barbara Heiles
<b>Zoom *NEW*</b>			
Zoom – Basics of Hosting a Meeting - TIME CHANGE	Nov-15	9:00 - 9:30	Barbara Heiles