

All classes are interactive and include 15 minutes of Q&A, **except** for Tuesday Tips or **unless** marked (D) for demonstration. **Durations vary, so be sure to check the schedule.** 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	Jan-24	10:00 - 10:15	Barbara Heiles
Tuesday Tips - Microsoft	Jan-31	10:00 - 10:15	JoAnn Uhl
Tuesday Tips - Google and Gmail	Feb-7	10:00 - 10:15	Barbara Heiles
Tuesday Tips - Microsoft	Feb-21	10:00 - 10:15	JoAnn Uhl
Tuesday Tips - Google and Gmail	Feb-28	10:00 - 10:15	Barbara Heiles
Tuesday Tips - Microsoft	Mar-7	10:00 - 10:15	JoAnn Uhl
Tuesday Tips - Google and Gmail	Mar-14	10:00 - 10:15	Barbara Heiles
Tuesday Tips - Microsoft	Mar-21	10:00 - 10:15	JoAnn Uhl
Tuesday Tips - Google and Gmail	Mar-28	10:00 - 10:15	Barbara Heiles
<b>Coffee Break Classes *OPAL members ONLY*</b>			
<b>(Quick, narrow-topic demonstrations)</b>			
Coffee Break Class - Convert a bulleted list into SmartArt in PowerPoint (D)	Jan-18	10:00 - 10:15	JoAnn Uhl
Coffee Break Class - Removing Duplicates in Google Sheets (D)	Jan-23	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Searching in Gmail (D)	Jan-30	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Searching in Google Drive (D)	Feb-3	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Searching in Google Calendar (D)	Feb-6	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Text Wrap around images in Word (D)	Feb-7	10:00 - 10:15	JoAnn Uhl
Coffee Break Class - Creating Columns in Google Docs (D)	Feb-10	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Using Starred in Gmail and Google Drive (D)	Feb-13	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Moving Files and Folders in Google Drive (D)	Feb-17	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Using Quick '@' Insert in Google Docs (D)	Feb-27	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Keyboard & Mouse Shortcuts: Windows (D)	Feb-28	10:00 - 10:15	JoAnn Uhl
Coffee Break Class - Using Tasks and Reminders in Google Calendar (D)	Mar-3	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Creating groups (labels) in Google Contacts (D)	Mar-10	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Using the Priority Section in Google Drive (D)	Mar-13	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Keyboard & Mouse Shortcuts: Excel (D)	Mar-14	10:00 - 10:15	JoAnn Uhl
Coffee Break Class - Using Out-of-Office and Focus time in Google Calendar (D)	Mar-17	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Chrome tabs: Group, Pin, Add tab to Reading List (D)	Mar-24	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Page Setup in Google Sheets (D)	Mar-27	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Keyboard & Mouse Shortcuts: Word (D)	Mar-28	10:00 - 10:15	JoAnn Uhl
Coffee Break Class - Extracting Text from Images with Google Keep (D)	Mar-31	10:00 - 10:15	Barbara Heiles
<b>Chromebook</b>			
Chromebook Overview	Jan-10	4:00 - 5:45	Barbara Heiles
Chromebook Overview	Jan-31	1:00 - 2:45	Barbara Heiles
Chromebook Overview	Mar-14	1:00 - 2:45	Barbara Heiles

All classes are interactive and include 15 minutes of Q&A, **except** for Tuesday Tips or **unless** marked (D) for demonstration. **Durations vary, so be sure to check the schedule.** Start times run 8:30 am to 6:00 pm.

<b>Title</b>	<b>Date</b>	<b>Time</b>	<b>Instructor</b>
<b>Adobe Products</b>			
Adobe Acrobat Forms (D)	Mar-27	1:30 - 2:30	JoAnn Uhl
Illustrator – Getting Started (D)	Jan-24	6:00 - 7:00	JoAnn Uhl
Illustrator – Getting Started (D)	Feb-21	8:30 - 9:30	JoAnn Uhl
Illustrator – Using Shapes (D)	Jan-30	1:30 - 2:30	JoAnn Uhl
Illustrator – Using Shapes (D)	Mar-1	3:00 - 4:00	JoAnn Uhl
Illustrator – Using Shapes (D)	Mar-14	6:00 - 7:00	JoAnn Uhl
Photoshop – Getting Started (D)	Jan-30	4:00 - 5:00	JoAnn Uhl
Photoshop – Getting Started (D)	Feb-7	6:00 - 7:00	JoAnn Uhl
Photoshop – Layer Basics (D)	Feb-21	11:00 - 12:00	JoAnn Uhl
Photoshop – Layer Basics (D)	Mar-9	6:00 - 7:00	JoAnn Uhl
Photoshop – Layer Basics (D)	Mar-14	11:30 - 12:30	JoAnn Uhl
<b>Database</b>			
Access – Getting Started (D)	Jan-23	1:30 - 2:30	JoAnn Uhl
Access – Getting Started (D)	Feb-6	6:00 - 7:00	JoAnn Uhl
Access – Building and Using Queries (D)	Jan-31	11:00 - 12:00	JoAnn Uhl
Access – Building and Using Queries (D)	Mar-13	6:00 - 7:00	JoAnn Uhl
Access – Advanced Queries (D)	Feb-6	1:30 - 2:30	JoAnn Uhl
Access – Using Forms (D)	Feb-21	1:00 - 2:00	JoAnn Uhl
Access – Using Reports (D)	Feb-28	1:00 - 2:00	JoAnn Uhl
Access – Automating with VBA and Macros (D)	Mar-15	1:30 - 2:30	JoAnn Uhl
<b>Google Drive and Google Workspace</b>			
Google Calendar – Getting Started	Jan-17	4:00 - 5:45	Barbara Heiles
Google Calendar – Getting Started	Jan-18	10:00 - 11:45	Barbara Heiles
Google Calendar – Getting Started	Feb-16	1:00 - 2:45	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	Jan-20	1:00 - 2:45	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	Jan-31	4:00 - 5:45	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	Feb-28	1:00 - 2:45	Barbara Heiles
Google Calendar – Customization	Feb-2	1:00 - 2:45	Barbara Heiles
Google Calendar – Customization	Feb-16	4:00 - 5:45	Barbara Heiles
Google Calendar – Customization	Mar-16	1:00 - 2:45	Barbara Heiles
Google Calendar – Using Appointment Slots/Schedules	Feb-14	1:00 - 2:45	Barbara Heiles
Google Calendar – Using Appointment Slots/Schedules	Mar-2	4:00 - 5:45	Barbara Heiles
Google Calendar – Using Appointment Slots/Schedules	Mar-28	1:00 - 2:45	Barbara Heiles
Google Drive and Google Workspace Overview	Jan-19	10:00 - 11:45	Barbara Heiles
Google Drive and Google Workspace Overview	Jan-19	4:00 - 5:45	Barbara Heiles
Google Drive and Google Workspace Overview	Mar-2	10:00 - 11:45	Barbara Heiles

All classes are interactive and include 15 minutes of Q&A, **except** for Tuesday Tips or **unless** marked (D) for demonstration. **Durations vary, so be sure to check the schedule.** Start times run 8:30 am to 6:00 pm.

<b>Title</b>	<b>Date</b>	<b>Time</b>	<b>Instructor</b>
Google Drive – "Shared with me" and "Shared drives"	Jan-24	1:00 - 2:45	Barbara Heiles
Google Drive – "Shared with me" and "Shared drives"	Mar-7	1:00 - 2:45	Barbara Heiles
Google Workspace – Collaborating and Using Version History	Jan-27	1:00 - 2:45	Barbara Heiles
Google Workspace – Collaborating and Using Version History	Feb-2	4:00 - 5:45	Barbara Heiles
Google Workspace – Collaborating and Using Version History	Mar-15	10:00 - 11:45	Barbara Heiles
Google Forms – Getting Started	Jan-26	10:00 - 11:45	Barbara Heiles
Google Forms – Getting Started	Feb-7	4:00 - 5:45	Barbara Heiles
Google Forms – Getting Started	Mar-2	1:00 - 2:45	Barbara Heiles
Google Forms – Quizzes	Mar-9	4:00 - 5:45	Barbara Heiles
Google Forms – Branching into Sections	Feb-15	1:00 - 2:45	Barbara Heiles
Google Forms – Branching into Sections	Mar-30	10:00 - 11:45	Barbara Heiles
Google Search Tips (D)	Feb-9	10:00 - 11:00	Barbara Heiles
Google Search Tips (D)	Mar-23	10:00 - 11:00	Barbara Heiles
Google Drawings – Creating Diagrams	Feb-16	10:00 - 11:45	Barbara Heiles
Google Drawings – Creating Diagrams	Mar-21	4:00 - 5:45	Barbara Heiles
Google Drawings – Creating Diagrams	Mar-29	10:00 - 11:45	Barbara Heiles
<b>Mail – Google</b>			
Gmail – Getting Started	Jan-12	4:00 - 5:45	Barbara Heiles
Gmail – Getting Started	Jan-17	1:00 - 2:45	Barbara Heiles
Gmail – Customize How You Send and Receive Email	Jan-27	10:00 - 11:45	Barbara Heiles
Gmail – Customize How You Send and Receive Email	Mar-9	10:00 - 11:45	Barbara Heiles
Gmail – Labels and Filters	Jan-31	10:00 - 11:45	Barbara Heiles
Gmail – Labels and Filters	Mar-9	1:00 - 2:45	Barbara Heiles
Gmail – Customize Your Inbox	Feb-8	10:00 - 11:45	Barbara Heiles
Gmail – Customize Your Inbox	Feb-14	4:00 - 5:45	Barbara Heiles
Gmail – Customize Your Inbox	Mar-22	10:00 - 11:45	Barbara Heiles
<b>Mail – Microsoft</b>			
Outlook – Getting Started (D)	Jan-24	1:00 - 2:00	JoAnn Uhl
Outlook – Getting Started (D)	Feb-6	3:00 - 4:00	JoAnn Uhl
Outlook – Getting Started (D)	Mar-28	11:00 - 12:00	JoAnn Uhl
<b>Mail Merge – Microsoft</b>			
Mail Merge Using Microsoft Office (D)	Jan-24	8:30 - 9:30	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	Feb-9	6:00 - 7:00	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	Mar-9	3:00 - 4:00	JoAnn Uhl

All classes are interactive and include 15 minutes of Q&A, **except** for Tuesday Tips or **unless** marked (D) for demonstration. **Durations vary, so be sure to check the schedule.** Start times run 8:30 am to 6:00 pm.

Title	Date	Time	Instructor
<b>Operating System</b>			
Windows & File Management (D)	Jan-19	1:00 - 2:00	JoAnn Uhl
Windows & File Management (D)	Feb-23	6:00 - 7:00	JoAnn Uhl
Windows & File Management (D)	Mar-28	1:30 - 2:30	JoAnn Uhl
<b>Presentations – Google</b>			
Google Slides	Jan-26	1:00 - 2:45	Barbara Heiles
Google Slides	Mar-8	10:00 - 11:45	Barbara Heiles
<b>Presentations – Microsoft</b>			
PowerPoint – Getting Started (D)	Jan-30	6:00 - 7:00	JoAnn Uhl
PowerPoint – Getting Started (D)	Feb-15	3:00 - 4:00	JoAnn Uhl
PowerPoint – Getting Started (D)	Mar-1	1:30 - 2:30	JoAnn Uhl
PowerPoint – Inserting Objects into a Presentation (D)	Jan-31	2:30 - 3:30	JoAnn Uhl
PowerPoint – Inserting Objects into a Presentation (D)	Mar-9	1:00 - 2:00	JoAnn Uhl
PowerPoint – Modifying a Presentation (D)	Feb-1	4:00 - 5:00	JoAnn Uhl
PowerPoint – Modifying a Presentation	Mar-2	1:30 - 3:15	JoAnn Uhl
PowerPoint – Adding Animations and Finishing a Presentation (D)	Jan-19	11:30 - 12:30	JoAnn Uhl
PowerPoint – Adding Animations and Finishing a Presentation (D)	Feb-8	1:30 - 2:30	JoAnn Uhl
PowerPoint – Adding Animations and Finishing a Presentation (D)	Mar-6	3:00 - 4:00	JoAnn Uhl
<b>Publications</b>			
MS Publisher – Getting Started (D)	Jan-24	10:00 - 11:00	JoAnn Uhl
MS Publisher – Getting Started (D)	Feb-13	1:30 - 2:30	JoAnn Uhl
<b>Specialty</b>			
Specialty Projects Workshop (2 hrs) *OPAL members ONLY*	Jan TBD	TBD	TBD
Specialty Projects Workshop (2 hrs) *OPAL members ONLY*	Feb TBD	TBD	TBD
Specialty Projects Workshop (2 hrs) *OPAL members ONLY*	Mar TBD	TBD	TBD
<b>Spreadsheet – Microsoft</b>			
Excel – Getting Started (D)	Jan-19	6:00 - 7:00	JoAnn Uhl
Excel – Getting Started	Feb-23	10:45 - 12:30	JoAnn Uhl
Excel – Getting Started (D)	Mar-14	1:00 - 2:00	JoAnn Uhl
Excel – Make Spreadsheets Work for You	Jan-25	10:00 - 11:45	Barbara Heiles
Excel – Make Spreadsheets Work for You	Mar-1	1:00 - 2:45	Barbara Heiles
Excel – Shortcuts, Tips & Tricks (D)	Jan-26	6:00 - 7:00	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Jan-31	1:00 - 2:00	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Mar-2	8:30 - 9:30	JoAnn Uhl

All classes are interactive and include 15 minutes of Q&A, **except** for Tuesday Tips or **unless** marked (D) for demonstration. **Durations vary, so be sure to check the schedule.** Start times run 8:30 am to 6:00 pm.

<b>Title</b>	<b>Date</b>	<b>Time</b>	<b>Instructor</b>
Excel – Working with Formulas and Functions (D)	Jan-18	11:00 - 12:00	JoAnn Uhl
Excel – Working with Formulas and Functions	Feb-22	1:30 - 3:15	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Mar-6	1:30 - 2:30	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Mar-6	6:00 - 7:00	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	Jan-18	8:30 - 9:30	JoAnn Uhl
Excel – Pivot Tables (D)	Jan-19	10:00 - 11:00	JoAnn Uhl
Excel – Pivot Tables (D)	Jan-31	6:00 - 7:00	JoAnn Uhl
Excel – Comparing Lists (D)	Jan-31	8:30 - 9:30	JoAnn Uhl
Excel – Working with Charts	Feb-7	10:30 - 12:15	JoAnn Uhl
Excel – Working with Charts (D)	Mar-14	8:30 - 9:30	JoAnn Uhl
Excel – Intermediate Macros and VBA (D)	Feb-7	1:00 - 2:00	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Feb-7	8:30 - 9:30	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Mar-13	3:00 - 4:00	JoAnn Uhl
Excel – Lookup Functions (D)	Feb-8	3:00 - 4:00	JoAnn Uhl
Excel – Lookup Functions (D)	Mar-3	10:00 - 11:00	JoAnn Uhl
Excel – Formatting a worksheet (D)	Mar-13	1:30 - 2:30	JoAnn Uhl
Excel – Working with Range Names (D)	Mar-14	3:00 - 4:00	JoAnn Uhl
<b>Spreadsheet – Google</b>			
Google Sheets – Getting Started	Jan-19	1:00 - 2:45	Barbara Heiles
Google Sheets – Getting Started	Jan-24	4:00 - 5:45	Barbara Heiles
Google Sheets – Getting Started	Mar-1	10:00 - 11:45	Barbara Heiles
Google Sheets – Restricting Parts of a Sheet	Feb-1	1:00 - 2:45	Barbara Heiles
Google Sheets – Restricting Parts of a Sheet	Mar-16	10:00 - 11:45	Barbara Heiles
Google Sheets – Restricting Parts of a Sheet	Mar-16	4:00 - 5:45	Barbara Heiles
Google Sheets - Sort & Filter	Feb-8	1:00 - 2:45	Barbara Heiles
Google Sheets - Sort & Filter	Feb-28	4:00 - 5:45	Barbara Heiles
Google Sheets - Sort & Filter	Mar-22	1:00 - 2:45	Barbara Heiles
Google Charts	Feb-15	10:00 - 11:45	Barbara Heiles
Google Charts	Mar-14	4:00 - 5:45	Barbara Heiles
Google Charts	Mar-29	1:00 - 2:45	Barbara Heiles
Google Sheets – Conditional Formatting	Feb-9	1:00 - 2:45	Barbara Heiles
Google Sheets – Conditional Formatting	Mar-23	1:00 - 2:45	Barbara Heiles
Google Sheets – Conditional Formatting	Mar-28	4:00 - 5:45	Barbara Heiles

All classes are interactive and include 15 minutes of Q&A, **except** for Tuesday Tips or **unless** marked (D) for demonstration. **Durations vary, so be sure to check the schedule.** Start times run 8:30 am to 6:00 pm.

Title	Date	Time	Instructor
<b>Templates</b>			
Google Docs and Sheets Templates	Feb-7	1:00 - 2:45	Barbara Heiles
Google Docs and Sheets Templates	Mar-21	1:00 - 2:45	Barbara Heiles
MS Office Templates (D)	Mar-28	8:30 - 9:30	JoAnn Uhl
<b>Word Processing – Microsoft</b>			
Word – Getting Started (D)	Jan-23	6:00 - 7:00	JoAnn Uhl
Word – Getting Started (D)	Feb-15	1:30 - 2:30	JoAnn Uhl
Word – Getting Started	Mar-8	1:30 - 3:15	JoAnn Uhl
Word – Shortcuts, Tips & Tricks (D)	Jan-19	8:30 - 9:30	JoAnn Uhl
Word – Shortcuts, Tips & Tricks (D)	Mar-7	6:00 - 7:00	JoAnn Uhl
Word – Formatting Text, Paragraphs and Lists	Feb-1	1:30 - 3:15	JoAnn Uhl
Word – Formatting Text, Paragraphs and Lists (D)	Mar-7	1:00 - 2:00	JoAnn Uhl
Word – Graphics (D)	Feb-13	6:00 - 7:00	JoAnn Uhl
Word – Graphics (D)	Mar-15	3:00 - 4:00	JoAnn Uhl
Word – Editing Documents	Feb-27	1:30 - 3:15	JoAnn Uhl
Word – Formatting Documents (D)	Feb-28	11:00 - 12:00	JoAnn Uhl
Word – Tables (D)	Mar-29	1:30 - 2:30	JoAnn Uhl
<b>Word Processing – Google</b>			
Google Docs – Getting Started	Jan-20	10:00 - 11:45	Barbara Heiles
Google Docs – Getting Started	Jan-26	4:00 - 5:45	Barbara Heiles
Google Docs – Getting Started	Mar-8	1:00 - 2:45	Barbara Heiles
Google Docs – Formatting Documents	Feb-1	10:00 - 11:45	Barbara Heiles
Google Docs – Formatting Documents	Feb-9	4:00 - 5:45	Barbara Heiles
Google Docs – Formatting Documents	Mar-15	1:00 - 2:45	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	Feb-2	10:00 - 11:45	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	Mar-21	10:00 - 11:45	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	Mar-30	4:00 - 5:45	Barbara Heiles
<b>Zoom</b>			
Zoom – Basics of Hosting a Meeting	Jan-25	1:00 - 2:45	Barbara Heiles
Zoom – Basics of Hosting a Meeting	Mar-7	10:00 - 11:45	Barbara Heiles