

OPAL CLASSES - SPRING 2023

To register for classes on Frontline:

<https://www.mylearningplan.com/webreg/catalog.asp?H=1&D=10481>

All classes are interactive and include 15 minutes of Q&A, unless marked (D) for demonstration.

Durations vary, so be sure to check the schedule. Start times run 8:30am to 6:00 pm.

Coffee Break Classes *Opal Members Only*

(Quick, narrow-topic demonstrations)

| Product | Topic | INSTRUCTOR | Date | Time |
|--------------|---|----------------|--------|---------------|
| Coffee Break | Text Wrap around images in Word (D) | JoAnn Uhl | 3-Apr | 2:15- 2:30 |
| Coffee Break | Remove Duplicates in Google Sheets (D) | Barbara Heiles | 5-Apr | 2:00 - 2:15 |
| Coffee Break | Search in Gmail (D) | Barbara Heiles | 10-Apr | 10:00 - 10:15 |
| Coffee Break | Search in Google Drive (D) | Barbara Heiles | 12-Apr | 2:00 - 2:15 |
| Coffee Break | Keyboard & Mouse Shortcuts - Word (D) | JoAnn Uhl | 12-Apr | 1:00 - 1:15 |
| Coffee Break | Convert a bulleted list into SmartArt in PowerPoint (D) | JoAnn Uhl | 13-Apr | 12:00 - 12:15 |
| Coffee Break | Keyboard & Mouse Shortcuts - Excel (D) | JoAnn Uhl | 13-Apr | 12:30 - 12:45 |
| Coffee Break | Seach in Google Calendar (D) | Barbara Heiles | 14-Apr | 10:00 - 10:15 |
| Coffee Break | Create Columns in Google Docs (D) | Barbara Heiles | 17-Apr | 10:00 - 10:15 |
| Coffee Break | Use Starred in Gmail and Google Drive (D) | Barbara Heiles | 19-Apr | 2:00 - 2:15 |
| Coffee Break | Keyboard & Mouse Shortcuts - Windows (D) | JoAnn Uhl | 20-Apr | 12:00 - 12:15 |
| Coffee Break | Move Files and Folders in Google Drive (D) | Barbara Heiles | 21-Apr | 10:00 - 10:15 |
| Coffee Break | Use Tasks and Reminders in Google Calendar (D) | Barbara Heiles | 24-Apr | 10:00 - 10:15 |
| Coffee Break | Use Quick '@' Insert in Google Docs (D) | Barbara Heiles | 26-Apr | 2:00 - 2:15 |
| Coffee Break | Create groups (labels) in Google Contacts (D) | Barbara Heiles | 28-Apr | 10:00 - 10:15 |
| Coffee Break | Use the Priority Section in Google Drive (D) | Barbara Heiles | 1-May | 10:00 - 10:15 |
| Coffee Break | Keyboard & Mouse Shortcuts - Windows (D) | JoAnn Uhl | 2-May | 1:00 - 1:15 |
| Coffee Break | Use Out-of-office and Focus time in Google Calendar (D) | Barbara Heiles | 3-May | 2:00 - 2:15 |
| Coffee Break | Chrome tabs: Group, Pin, Add tab to Reading List (D) | Barbara Heiles | 10-May | 2:00 - 2:15 |
| Coffee Break | Keyboard & Mouse Shortcuts - Excel (D) | JoAnn Uhl | 10-May | 1:00 - 1:15 |
| Coffee Break | Extract Text from Images with Google Keep (D) | Barbara Heiles | 12-May | 10:00 - 10:15 |



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|--------------|---|----------------|--------|---------------|
| Coffee Break | Page Setup in Google Sheets (D) | Barbara Heiles | 15-May | 10:00 - 10:15 |
| Coffee Break | Keyboard & Mouse Shortcuts - Word (D) | JoAnn Uhl | 15-May | 12:00 - 12:15 |
| Coffee Break | Customize Your Google Calendar Appearance (D) | Barbara Heiles | 17-May | 2:00 - 2:15 |
| Coffee Break | Use Autofill in Google Sheets (D) | Barbara Heiles | 19-May | 10:00 - 10:15 |
| Coffee Break | Customize a Google Slide Background (D) | Barbara Heiles | 22-May | 10:00 - 10:15 |
| Coffee Break | Use Google Docs Outlines and Summary (D) | Barbara Heiles | 24-May | 2:00 - 2:15 |
| Coffee Break | Insert a Table of Contents in Google Docs (D) | Barbara Heiles | 26-May | 10:00 - 10:15 |
| Coffee Break | Pageless Setup in Google Docs (D) | Barbara Heiles | 31-May | 2:00 - 2:15 |
| Coffee Break | Keyboard & Mouse Shortcuts - Excel (D) | JoAnn Uhl | 2-Jun | 1:15 - 1:30 |
| Coffee Break | Set Default Margins and Font in Google Docs (D) | Barbara Heiles | 5-Jun | 10:00 - 10:15 |
| Coffee Break | Keyboard & Mouse Shortcuts - Word (D) | JoAnn Uhl | 6-Jun | 12:00 - 12:15 |
| Coffee Break | Formulas Using Other Locations in Google Sheets (D) | Barbara Heiles | 7-Jun | 2:00 - 2:15 |
| Coffee Break | Keyboard & Mouse Shortcuts - Windows (D) | JoAnn Uhl | 7-Jun | 12:00 - 12:15 |
| Coffee Break | Share with Multiple People at Once in Google (D) | Barbara Heiles | 9-Jun | 10:00 - 10:15 |
| Coffee Break | Randomize Lists in Google Sheets (D) | Barbara Heiles | 12-Jun | 10:00 - 10:15 |
| Coffee Break | Create and Manage Gmail Signatures (D) | Barbara Heiles | 12-Jun | 2:00 - 2:15 |
| Coffee Break | Customize Your Google Calendar Appearance (D) | Barbara Heiles | 14-Jun | 2:00 - 2:15 |
| Coffee Break | Customize Your Gmail Inbox Appearance (D) | Barbara Heiles | 16-Jun | 10:00 - 10:15 |

Chromebook

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|------------|---------------------|----------------|--------|-------------|
| Chromebook | Chromebook Overview | Barbara Heiles | 4-Apr | 4:00 - 5:45 |
| Chromebook | Chromebook Overview | Barbara Heiles | 25-Apr | 1:00 - 2:45 |

Adobe

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|-------------|---------------------|-----------|--------|---------------|
| Adobe | Acrobat Forms | JoAnn Uhl | 26-Apr | 2:30 - 3:30 |
| Illustrator | Getting Started | JoAnn Uhl | 15-May | 10:00 - 11:45 |
| Illustrator | Getting Started (D) | JoAnn Uhl | 8-Jun | 10:00 - 11:00 |
| Illustrator | Using Shapes | JoAnn Uhl | 31-May | 10:00 - 11:45 |
| Illustrator | Using Shapes (D) | JoAnn Uhl | 19-Apr | 3:00 - 4:00 |
| Photoshop | Getting Started | JoAnn Uhl | 7-Jun | 10:00 - 11:45 |
| Photoshop | Getting Started (D) | JoAnn Uhl | 3-Apr | 8:30 - 9:30 |
| Photoshop | Layer Basics | JoAnn Uhl | 5-Jun | 10:00 - 11:45 |



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| Photoshop | Layer Basics (D) | JoAnn Uhl | 4-May | 10:00 - 11:00 |

Database

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|--------|------------------------------------|-----------|--------|---------------|
| Access | Advanced Queries | JoAnn Uhl | 27-Apr | 1:00 - 2:00 |
| Access | Advanced Queries (D) | JoAnn Uhl | 12-Jun | 8:30 - 9:30 |
| Access | Automating with VBA and Macros | JoAnn Uhl | 27-Apr | 2:30 - 4:15 |
| Access | Automating with VBA and Macros (D) | JoAnn Uhl | 6-Jun | 8:30 - 9:30 |
| Access | Building and Using Queries | JoAnn Uhl | 10-May | 1:30 - 3:15 |
| Access | Building and Using Queries (D) | JoAnn Uhl | 20-Apr | 6:00 - 7:00 |
| Access | Building and Using Queries (D) | JoAnn Uhl | 31-May | 2:30 - 3:30 |
| Access | Getting Started | JoAnn Uhl | 18-Apr | 8:30 - 10:15 |
| Access | Getting Started (D) | JoAnn Uhl | 26-Apr | 10:00 - 11:00 |
| Access | Getting Started (D) | JoAnn Uhl | 7-Jun | 1:00 - 2:00 |
| Access | Using Forms | JoAnn Uhl | 8-May | 10:00 - 11:45 |
| Access | Using Forms (D) | JoAnn Uhl | 25-Apr | 1:00 - 2:00 |
| Access | Using Reports | JoAnn Uhl | 8-Jun | 12:30 - 2:15 |
| Access | Using Reports (D) | JoAnn Uhl | 16-May | 12:30 - 1:30 |

Google Drive and Google Workspace

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|-----------------|--|----------------|--------|---------------|
| Google Calendar | Getting Started | Barbara Heiles | 3-Apr | 1:00 - 2:45 |
| Google Calendar | Getting Started | Barbara Heiles | 11-Apr | 4:00 - 5:45 |
| Google Calendar | Getting Started | Barbara Heiles | 12-May | 1:00 - 2:45 |
| Google Calendar | Viewing and Sharing Calendars | Barbara Heiles | 13-Apr | 10:00 - 11:45 |
| Google Calendar | Viewing and Sharing Calendars | Barbara Heiles | 25-Apr | 4:00 - 5:45 |
| Google Calendar | Viewing and Sharing Calendars | Barbara Heiles | 19-May | 1:00 - 2:45 |
| Google Calendar | Event Settings (D) | Barbara Heiles | 28-Apr | 1:00 - 2:00 |
| Google Calendar | Event Settings (D) | Barbara Heiles | 18-May | 4:00 - 5:00 |
| Google Calendar | Event Settings (D) | Barbara Heiles | 1-Jun | 10:00 - 11:00 |
| Google Calendar | Using Appointment Slots/Schedules | Barbara Heiles | 9-May | 1:00 - 2:15 |
| Google Calendar | Using Appointment Slots/Schedules | Barbara Heiles | 8-Jun | 10:00 - 11:15 |
| Google | Google Drive and Google Workspace Overview | Barbara Heiles | 4-Apr | 10:00 - 11:45 |
| Google | Google Drive and Google Workspace Overview | Barbara Heiles | 13-Apr | 4:00 - 5:45 |



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| Product | Topic | INSTRUCTOR | Date | Time |
|------------------|--|----------------|--------|---------------|
| Google | Google Drive and Google Workspace Overview | Barbara Heiles | 16-May | 1:00 - 2:45 |
| Google Drive | "Shared with me" and "Shared drives" | Barbara Heiles | 13-Apr | 1:00 - 2:45 |
| Google Drive | "Shared with me" and "Shared drives" | Barbara Heiles | 23-May | 10:00 - 11:45 |
| Google Workspace | Collaborating and Using Version History | Barbara Heiles | 25-Apr | 10:00 - 11:45 |
| Google Workspace | Collaborating and Using Version History | Barbara Heiles | 27-Apr | 4:00 - 5:45 |
| Google Workspace | Collaborating and Using Version History | Barbara Heiles | 26-May | 1:00 - 2:45 |
| Google Forms | Getting Started | Barbara Heiles | 18-Apr | 10:00 - 11:45 |
| Google Forms | Getting Started | Barbara Heiles | 4-May | 4:00 - 5:45 |
| Google Forms | Getting Started | Barbara Heiles | 24-May | 10:00 - 11:45 |
| Google Forms | Quizzes | Barbara Heiles | 23-May | 4:00 - 5:45 |
| Google Forms | Branching into Sections | Barbara Heiles | 11-May | 1:00 - 2:45 |
| Google Forms | Branching into Sections | Barbara Heiles | 15-Jun | 10:00 - 11:45 |
| Google | Google Search Tips | Barbara Heiles | 5-May | 1:00 - 2:00 |
| Google | Google Search Tips | Barbara Heiles | 5-Jun | 1:00 - 2:00 |
| Google Drawings | Creating Diagrams | Barbara Heiles | 8-Jun | 4:00 - 5:45 |

Mail - Google

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|-------|--|----------------|--------|---------------|
| Gmail | Customize How you Send and Receive Email | Barbara Heiles | 20-Apr | 1:00 - 2:45 |
| Gmail | Customize How you Send and Receive Email | Barbara Heiles | 25-May | 10:00 - 11:45 |
| Gmail | Labels and Filters | Barbara Heiles | 21-Apr | 1:00 - 2:45 |
| Gmail | Labels and Filters | Barbara Heiles | 25-May | 1:00 - 2:45 |
| Gmail | Choose an Inbox Type (D) | Barbara Heiles | 4-May | 1:00 - 2:00 |
| Gmail | Choose an Inbox Type (D) | Barbara Heiles | 17-May | 4:00 - 5:00 |
| Gmail | Choose an Inbox Type (D) | Barbara Heiles | 7-Jun | 10:00 - 11:00 |

Mail - Microsoft

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|---------|---------------------|-----------|--------|---------------|
| Outlook | Getting Started (D) | JoAnn Uhl | 3-Apr | 11:30 - 12:30 |
| Outlook | Getting Started (D) | JoAnn Uhl | 10-May | 8:30 - 9:30 |
| Outlook | Getting Started (D) | JoAnn Uhl | 13-Jun | 2:30 - 3:30 |

Mail Merge - Microsoft

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|-----------|-----------------------------------|-----------|--------|-------------|
| Microsoft | Mail Merge Using Microsoft Office | JoAnn Uhl | 19-Apr | 1:30 - 2:30 |
| Microsoft | Mail Merge Using Microsoft Office | JoAnn Uhl | 16-May | 6:00 - 7:00 |



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| Microsoft | Mail Merge Using Microsoft Office | JoAnn Uhl | 2-Jun | 12:00 - 1:00 |

Operating System

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|---------|-----------------|-----------|--------|-------------|
| Windows | File Management | JoAnn Uhl | 13-Apr | 6:00 - 7:00 |
| Windows | File Management | JoAnn Uhl | 1-Jun | 6:00 - 7:00 |
| Windows | File Management | JoAnn Uhl | 6-Jun | 1:00 - 2:00 |

Presentations - Google

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|---------------|-----------------|----------------|--------|---------------|
| Google Slides | Getting Started | Barbara Heiles | 20-Apr | 10:00 - 11:45 |
| Google Slides | Getting Started | Barbara Heiles | 9-May | 4:00 - 5:45 |

Presentations - Microsoft

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|------------|--|-----------|--------|---------------|
| PowerPoint | Adding Animations and Finishing a Presentation | JoAnn Uhl | 6-Jun | 10:00 - 11:45 |
| PowerPoint | Adding Animations and Finishing a Presentation (D) | JoAnn Uhl | 26-Apr | 11:30 - 12:30 |
| PowerPoint | Adding Animations and Finishing a Presentation (D) | JoAnn Uhl | 3-May | 2:30 - 3:30 |
| PowerPoint | Getting Started | JoAnn Uhl | 18-Apr | 10:45 - 12:30 |
| PowerPoint | Getting Started (D) | JoAnn Uhl | 4-May | 6:00 - 7:00 |
| PowerPoint | Getting Started (D) | JoAnn Uhl | 31-May | 8:30 - 9:30 |
| PowerPoint | Inserting Objects into Presentation | JoAnn Uhl | 13-Apr | 10:00 - 11:45 |
| PowerPoint | Inserting Objects into Presentation | JoAnn Uhl | 2-Jun | 10:00 - 11:45 |
| PowerPoint | Inserting Objects into Presentation (D) | JoAnn Uhl | 17-May | 1:00 - 2:00 |
| PowerPoint | Modifying a Presentation (D) | JoAnn Uhl | 20-Apr | 2:30 - 3:30 |
| PowerPoint | Modifying a Presentation (D) | JoAnn Uhl | 8-May | 3:00 - 4:00 |
| PowerPoint | Modifying a Presentation (D) | JoAnn Uhl | 12-Jun | 11:30 - 12:30 |

Publications

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|--------------|---------------------|-----------|-------|---------------|
| MS Publisher | Getting Started (D) | JoAnn Uhl | 5-Apr | 11:30 - 12:30 |
| MS Publisher | Getting Started (D) | JoAnn Uhl | 9-May | 3:00 - 4:00 |
| MS Publisher | Getting Started (D) | JoAnn Uhl | 1-Jun | 10:00 - 11:00 |

Spreadsheet - Microsoft

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|-------|--------------------------------|----------------|--------|-------------|
| Excel | Make Spreadsheets Work for You | Barbara Heiles | 14-Apr | 1:00 - 2:15 |
| Excel | Make Spreadsheets Work for You | Barbara Heiles | 23-May | 1:00 - 2:15 |
| Excel | Comparing Lists (D) | JoAnn Uhl | 3-Apr | 1:00 - 2:00 |
| Excel | Comparing Lists (D) | JoAnn Uhl | 3-May | 1:00 - 2:00 |



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|---------|-------------------------------------|------------|--------|---------------|
| Excel | Data Analysis & Using Tables (D) | JoAnn Uhl | 25-Apr | 2:30 - 3:30 |
| Excel | Data Analysis & Using Tables (D) | JoAnn Uhl | 8-May | 1:30 - 2:30 |
| Excel | Data Analysis & Using Tables (D) | JoAnn Uhl | 5-Jun | 2:30 - 3:30 |
| Excel | Formatting a Worksheet | JoAnn Uhl | 27-Apr | 10:00 - 11:45 |
| Excel | Formatting a Worksheet (D) | JoAnn Uhl | 4-May | 1:00 - 2:00 |
| Excel | Formatting a Worksheet (D) | JoAnn Uhl | 5-Jun | 1:00 - 2:00 |
| Excel | Getting Started | JoAnn Uhl | 16-May | 10:00 - 11:45 |
| Excel | Getting Started (D) | JoAnn Uhl | 14-Apr | 1:00 - 2:00 |
| Excel | Getting Started (D) | JoAnn Uhl | 26-Apr | 8:30 - 9:30 |
| Excel | Getting Started (D) | JoAnn Uhl | 8-May | 6:00 - 7:00 |
| Excel | Intermediate Macros and VBA | JoAnn Uhl | 13-Jun | 1:00 - 2:00 |
| Excel | Intermediate Macros and VBA (D) | JoAnn Uhl | 13-Jun | 10:00 - 11:45 |
| Excel | Intermediate Macros and VBA (D) | JoAnn Uhl | 12-Apr | 11:30 - 12:30 |
| Excel | Intro to Macros and VBA | JoAnn Uhl | 3-May | 8:30 - 9:30 |
| Excel | Intro to Macros and VBA (D) | JoAnn Uhl | 14-Apr | 10:00 - 11:45 |
| Excel | Lookup Functions (D) | JoAnn Uhl | 16-May | 8:30 - 9:30 |
| Excel | Lookup Functions (D) | JoAnn Uhl | 18-Apr | 6:00 - 7:00 |
| Excel | Lookup Functions (D) | JoAnn Uhl | 4-May | 8:30 - 9:30 |
| Excel | Pivot Tables (D) | JoAnn Uhl | 8-Jun | 2:30 - 3:30 |
| Excel | Pivot Tables (D) | JoAnn Uhl | 5-Apr | 8:30 - 9:30 |
| Excel | Pivot Tables (D) | JoAnn Uhl | 2-May | 1:30 - 2:30 |
| Excel | Pivot Tables (D) | JoAnn Uhl | 1-Jun | 1:00 - 2:00 |
| Excel | Shortcuts, Tips & Tricks (D) | JoAnn Uhl | 5-Apr | 1:00 - 2:45 |
| Excel | Shortcuts, Tips & Tricks (D) | JoAnn Uhl | 25-Apr | 10:30 - 11:30 |
| Excel | Shortcuts, Tips & Tricks (D) | JoAnn Uhl | 17-May | 2:30 - 3:30 |
| Excel | Shortcuts, Tips & Tricks (D) | JoAnn Uhl | 12-Jun | 10:00 - 11:00 |
| Excel | Working with Charts | JoAnn Uhl | 20-Apr | 10:00 - 11:55 |
| Excel | Working with Charts (D) | JoAnn Uhl | 16-May | 2:30 - 3:30 |
| Excel | Working with Charts (D) | JoAnn Uhl | 31-May | 1:00 - 2:00 |
| Excel | Working with Formulas and Functions | JoAnn Uhl | 10-May | 10:00 - 11:45 |



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| Excel | Working with Formulas and Functions (D) | JoAnn Uhl | 3-Apr | 10:00 - 11:00 |
| Excel | Working with Formulas and Functions (D) | JoAnn Uhl | 12-Apr | 10:00 - 11:00 |
| Excel | Working with Formulas and Functions (D) | JoAnn Uhl | 27-Apr | 6:00 - 7:00 |
| Excel | Working with Formulas and Functions (D) | JoAnn Uhl | 1-Jun | 11:30 - 12:30 |
| Excel | Working with Range Names (D) | JoAnn Uhl | 25-Apr | 8:30 - 9:30 |
| Google Sheets | Working with Range Names (D) | JoAnn Uhl | 15-May | 2:30 - 3:30 |
| Google Sheets | Working with Range Names (D) | JoAnn Uhl | 6-Jun | 2:30 - 3:30 |

Spreadsheet - Google

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|---------------|------------------------------|----------------|--------|---------------|
| Google Sheets | Getting Started | Barbara Heiles | 11-Apr | 1:00 - 2:45 |
| Google Sheets | Getting Started | Barbara Heiles | 18-Apr | 4:00 - 5:45 |
| Google Sheets | Getting Started | Barbara Heiles | 18-May | 1:00 - 2:45 |
| Google Sheets | Restricting Parts of a Sheet | Barbara Heiles | 27-Apr | 10:00 - 11:15 |
| Google Sheets | Restricting Parts of a Sheet | Barbara Heiles | 30-May | 10:00 - 11:15 |
| Google Sheets | Restricting Parts of a Sheet | Barbara Heiles | 30-May | 4:00 - 5:15 |
| Google Sheets | Sort and Filter | Barbara Heiles | 4-May | 10:00 - 11:45 |
| Google Sheets | Sort and Filter | Barbara Heiles | 1-Jun | 1:00 - 2:45 |
| Google | Charts | Barbara Heiles | 11-May | 10:00 - 11:45 |
| Google | Charts | Barbara Heiles | 25-May | 4:00 - 5:45 |
| Google | Charts | Barbara Heiles | 13-Jun | 1:00 - 2:45 |
| Google Sheets | Conditional Formatting | Barbara Heiles | 9-May | 10:00 - 11:45 |
| Google Sheets | Conditional Formatting | Barbara Heiles | 8-Jun | 1:00 - 2:45 |
| Google Sheets | Conditional Formatting | Barbara Heiles | 15-Jun | 4:00 - 5:45 |

Templates

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|-----------|---------------------------|----------------|--------|---------------|
| Google | Docs and Sheets Templates | Barbara Heiles | 2-May | 10:00 - 11:15 |
| Google | Docs and Sheets Templates | Barbara Heiles | 11-May | 4:00 - 5:15 |
| Microsoft | MS Office Templates (D) | JoAnn Uhl | 2-Jun | 8:30 - 9:30 |

Word Processing - Microsoft

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|------|-----------------------|-----------|--------|---------------|
| Word | Editing Documents | JoAnn Uhl | 17-May | 10:00 - 11:45 |
| Word | Editing Documents (D) | JoAnn Uhl | 26-Apr | 1:00 - 2:00 |
| Word | Formatting Documents | JoAnn Uhl | 4-May | 2:30 - 4:15 |



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| Product | Topic | INSTRUCTOR | Date | Time |
|---------|--|------------|--------|---------------|
| Word | Formatting Documents (D) | JoAnn Uhl | 27-Apr | 8:30 - 9:30 |
| Word | Formatting Texts, Paragraphs and Lists | JoAnn Uhl | 3-May | 10:45 - 12:30 |
| Word | Formatting Texts, Paragraphs and Lists (D) | JoAnn Uhl | 5-Apr | 10:00 - 11:00 |
| Word | Formatting Texts, Paragraphs and Lists (D) | JoAnn Uhl | 13-Jun | 8:30 - 9:30 |
| Word | Getting Started | JoAnn Uhl | 13-Apr | 1:30 - 3:15 |
| Word | Getting Started (D) | JoAnn Uhl | 20-Apr | 1:00 - 2:00 |
| Word | Getting Started (D) | JoAnn Uhl | 15-May | 1:00 - 2:00 |
| Word | Graphics (D) | JoAnn Uhl | 18-Apr | 2:30 - 3:30 |
| Word | Graphics (D) | JoAnn Uhl | 20-Apr | 8:30 - 9:30 |
| Word | Graphics (D) | JoAnn Uhl | 5-Jun | 8:30 - 9:30 |
| Word | Shortcuts, Tips & Tricks (D) | JoAnn Uhl | 12-Apr | 8:30 - 9:30 |
| Word | Shortcuts, Tips & Tricks (D) | JoAnn Uhl | 13-Apr | 8:30 - 9:30 |
| Word | Shortcuts, Tips & Tricks (D) | JoAnn Uhl | 8-Jun | 8:30 - 9:30 |
| Word | Tables (D) | JoAnn Uhl | 5-Apr | 6:00 - 7:00 |
| Word | Tables (D) | JoAnn Uhl | 17-May | 8:30 - 9:30 |



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Word Processing - Google

| | | | | |
|------|---------------------------------|----------------|--------|---------------|
| Docs | Getting Started | Barbara Heiles | 4-Apr | 1:00 - 2:45 |
| Docs | Getting Started | Barbara Heiles | 20-Apr | 4:00 - 5:45 |
| Docs | Getting Started | Barbara Heiles | 18-May | 10:00 - 11:45 |
| Docs | Formatting Documents | Barbara Heiles | 26-Apr | 10:00 - 11:45 |
| Docs | Formatting Documents | Barbara Heiles | 16-May | 4:00 - 5:45 |
| Docs | Formatting Documents | Barbara Heiles | 30-May | 1:00 - 2:45 |
| Docs | Formatting Paragraphs and Lists | Barbara Heiles | 27-Apr | 1:00 - 2:45 |
| Docs | Formatting Paragraphs and Lists | Barbara Heiles | 31-May | 10:00 - 11:45 |
| Docs | Formatting Paragraphs and Lists | Barbara Heiles | 13-Jun | 4:00 - 5:45 |

Zoom

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|------|-----------------------------|----------------|--------|-------------|
| Zoom | Basics of Hosting a Meeting | Barbara Heiles | 18-Apr | 1:00 - 1:30 |
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