

OPAL CLASSES - September 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	Remove Duplicates in Google Sheets (D)	Barbara Heiles	13-Sep	9:30 - 9:45
Coffee Break	Keyboard & Mouse Shortcuts Excel (D)	JoAnn Uhl	13-Sep	11:30 - 11:45
Coffee Break	Search in Outlook (D)	JoAnn Uhl	15-Sep	9:00 - 9:15
Coffee Break	Search in Gmail (D)	Barbara Heiles	15-Sep	9:30 - 9:45
Coffee Break	Text Wrap around images in Word (D)	JoAnn Uhl	15-Sep	11:30 - 11:45
Coffee Break	Search in Google Drive (D)	Barbara Heiles	18-Sep	2:00 - 2:15
Coffee Break	Search in Google Calendar (D)	Barbara Heiles	21-Sep	2:00 - 2:15
Coffee Break	Create Columns in Google Docs (D)	Barbara Heiles	26-Sep	9:30 - 9:45
Coffee Break	Using the Format Painter in Office (D)	JoAnn Uhl	28-Sep	2:30 - 2:45
Coffee Break	Use Starred in Gmail and Google Drive (D)	Barbara Heiles	29-Sep	9:30 - 9:45

Adobe

Illustrator	Getting Started (D)	JoAnn Uhl	14-Sep	2:00 - 3:00
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Database

Access	Building and Using Queries (D)	JoAnn Uhl	13-Sep	12:30 - 1:30
Access	Automating with VBA and Macros (D)	JoAnn Uhl	14-Sep	12:30 - 1:30
Access	Advanced Queries (D)	JoAnn Uhl	18-Sep	12:30 - 1:30
Access	Using Forms (D)	JoAnn Uhl	19-Sep	12:30 - 1:30
Access	Getting Started (D)	JoAnn Uhl	28-Sep	9:30 - 10:30
Access	Using Reports (D)	JoAnn Uhl	29-Sep	11:00 - 12:00

Google Drive and Google Workspace

Calendar	Getting Started	Barbara Heiles	19-Sep	4:00 - 5:45
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QR Code: Frontline/MLP to register for classes

Product	Topic	INSTRUCTOR	Date	Time
Calendar	Getting Started	Barbara Heiles	20-Sep	10:00 - 11:45
Drive & Workspace	Google Drive and Google Workspace Overview	Barbara Heiles	20-Sep	4:00 - 5:45
Drive & Workspace	Google Drive and Google Workspace Overview	Barbara Heiles	21-Sep	10:00 - 11:45
Drive	"Shared with me" and "Shared drives"	Barbara Heiles	22-Sep	10:00 - 11:45
Forms	Getting Started	Barbara Heiles	25-Sep	10:00 - 11:45
Workspace	Collaborate and Use Verison History	Barbara Heiles	27-Sep	10:00 - 11:45
Calendar	Event Settings (D)	Barbara Heiles	28-Sep	10:00 - 11:00

Mail - Google

Gmail	Getting Started	Barbara Heiles	14-Sep	10:00 - 11:45
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Mail Merge - Microsoft

Mail Merge	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	19-Sep	9:30 - 10:30
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Operating System

File Management	Windows & File Management (D)	JoAnn Uhl	18-Sep	2:00 - 3:00
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Spreadsheet - Microsoft

Excel	Working with Formulas and Functions	JoAnn Uhl	13-Sep	9:30 - 11:15
Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	13-Sep	2:00 - 3:00
Excel	Comparing Lists (D)	JoAnn Uhl	14-Sep	9:30 - 10:30
Excel	Working with Formulas and Functions (D)	JoAnn Uhl	14-Sep	11:00 - 12:00
Excel	Getting Started	JoAnn Uhl	15-Sep	9:30 - 11:15
Excel	Intro to Macros and VBA (D)	JoAnn Uhl	15-Sep	12:30 - 1:30
Excel	Getting Started (D)	JoAnn Uhl	18-Sep	11:00 - 12:00
Excel	Intermediate Macros and VBA (D)	JoAnn Uhl	19-Sep	11:00 - 12:00
Excel	Working with Formulas and Functions (D)	JoAnn Uhl	28-Sep	11:00 - 12:00
Excel	Working with Charts	JoAnn Uhl	28-Sep	12:30 - 2:15
Excel	Lookup Functions (D)	JoAnn Uhl	29-Sep	9:30 - 10:30
Excel	Working with Range Names (D)	JoAnn Uhl	29-Sep	12:30 - 1:30
Excel	Pivot Tables (D)	JoAnn Uhl	29-Sep	2:00 - 3:00

Spreadsheet - Google

Sheets	Getting Started	Barbara Heiles	26-Sep	4:00 - 5:45
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Word Processing - Microsoft



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Product	Topic	INSTRUCTOR	Date	Time
Word	Tables (D)	JoAnn Uhl	18-Sep	9:30 - 10:30
Word	Graphics (D)	JoAnn Uhl	19-Sep	2:00 - 3:00
Word Processing - Google				
Docs	Getting Started	Barbara Heiles	27-Sep	4:00 - 5:45