

OPT CLASSES - February 2024

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.

If none of these times work for you or you are looking for a specific class, click into Individualized Training Session on Frontline.

Ask me Anything - drop-in one hour sessions via Zoom

Product	Topic	INSTRUCTOR	Date	Time
Ask me Anything	Adobe	JoAnn Uhl	8-Feb	9:30 - 10:30
Ask me Anything	Microsoft	JoAnn Uhl	9-Feb	11:00 - 12:00
Ask me Anything	Google	Barbara Heiles	13-Feb	1:00 - 2:00
Ask me Anything	Google	Barbara Heiles	26-Feb	2:00 - 3:00
Ask me Anything	Adobe	JoAnn Uhl	28-Feb	12:30 - 1:30
Ask me Anything	Microsoft	JoAnn Uhl	29-Feb	2:00 - 3:00

Individualized Training *OPT Members Only*

(Projects or classes, 15 minutes to two hours)

Individualized Training	Adobe, Google, Microsoft	TBD	Feb TBD	TBD
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Adobe

Photoshop	Getting Started (D)	JoAnn Uhl	8-Feb	12:30 - 1:30
Photoshop	Getting Started (D)	JoAnn Uhl	12-Feb	6:00 - 7:00
Photoshop	Layer Basics (D)	JoAnn Uhl	27-Feb	10:00 - 11:00
Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	24-Jan	8:30 - 9:30
InDesign	Getting Started (D)	JoAnn Uhl	29-Feb	9:30 - 10:30
Illustrator	Getting Started (D)	JoAnn Uhl	29-Feb	11:00 - 12:00

Database

Access	Tips & Tricks	JoAnn Uhl	29-Feb	12:30 - 1:30
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Google Drive and Google Workspace

Calendar	Tips & Tricks	Barbara Heiles	13-Feb	10:00 - 11:00
Drive	Tips & Tricks	Barbara Heiles	16-Feb	10:00 - 11:00



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Product	Topic	INSTRUCTOR	Date	Time
Drive	"Shared with me" and "Shared Drives"	Barbara Heiles	23-Feb	10:00 - 11:45
Forms	Tips & Tricks	Barbara Heiles	26-Feb	10:00 - 11:00
Calendar	View and Share Calendar	Barbara Heiles	27-Feb	1:00 - 2:45

Mail - Google

Gmail	Tips & Tricks	Barbara Heiles	12-Feb	10:00 - 11:00
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Mail Merge - Microsoft

Mail Merge	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	8-Feb	2:00 - 3:00
Mail Merge	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	27-Feb	6:00 - 7:00

Operating System

Windows	Windows & File Management (D)	JoAnn Uhl	12-Feb	8:30 - 9:30
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Presentations - Microsoft

PowerPoint	Tips & Tricks	JoAnn Uhl	12-Feb	11:30 - 12:30
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Publications

Canva	Getting Started (D)	JoAnn Uhl	9-Feb	1:00 - 2:00
MS Publisher	Getting Started (D)	JoAnn Uhl	27-Feb	11:30 - 12:30

Spreadsheet - Microsoft

Excel	Getting Started (D)	JoAnn Uhl	7-Feb	9:30 - 10:30
Excel	Working with Charts (D)	JoAnn Uhl	7-Feb	12:30 - 1:30
Excel	Lookup Functions (D)	JoAnn Uhl	7-Feb	2:00 - 3:00
Excel	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	8-Feb	11:00 - 12:00
Excel	Working with Formulas and Functions (D)	JoAnn Uhl	8-Feb	6:00 - 7:00
Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	9-Feb	9:00 - 10:00
Excel	Pivot Tables (D)	JoAnn Uhl	12-Feb	10:00 - 11:00
Excel	Getting Started (D)	JoAnn Uhl	12-Feb	2:30 - 3:30
Excel	Getting Started (D)	JoAnn Uhl	26-Feb	6:00 - 7:00
Excel	Working with Formulas and Functions (D)	JoAnn Uhl	27-Feb	8:30 - 9:30
Excel	Lookup Functions (D)	JoAnn Uhl	27-Feb	1:00 - 2:00

Spreadsheet - Google

Sheets	Conditional Formatting	Barbara Heiles	12-Feb	1:00 - 2:45
Sheets	Restrict Parts of a Sheet	Barbara Heiles	20-Feb	10:00 - 11:15



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Product	Topic	INSTRUCTOR	Date	Time
Sheets	Tips & Tricks	Barbara Heiles	22-Feb	10:00 - 11:00
Templates				
Microsoft	MS Office (D)	JoAnn Uhl	12-Feb	1:00 - 2:00
Microsoft	Google Docs & Sheets (D)	Barbara Heiles	22-Feb	1:00 - 1:30
Word Processing - Microsoft				
Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	29-Feb	6:00 - 7:00
Word Processing - Google				
Docs	Tips & Tricks	Barbara Heiles	23-Jan	10:00 - 11:00



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