

# OPT CLASSES - March 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	5-Mar	12:30 - 1:30
Ask me Anything	Google	Barbara Heiles	7-Mar	10:00 - 11:00
Ask me Anything	Microsoft	JoAnn Uhl	13-Mar	2:30 - 3:30
Ask me Anything	Google	Barbara Heiles	19-Mar	12:30 - 1:30
Ask me Anything	Adobe	JoAnn Uhl	20-Mar	9:30 - 10:30
Ask me Anything	Microsoft	JoAnn Uhl	26-Mar	10:00 - 11:00

## Individualized Training \*OPT Members Only\*

(Projects or classes, 15 minutes to two hours)

Individualized Training	Adobe, Google, Microsoft	TBD	March TBD	TBD
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### Adobe

Photoshop	Layer Basics (D)	JoAnn Uhl	1-Mar	10:00 - 11:00
Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	5-Mar	9:30 - 10:30
Photoshop	Getting Started (D)	JoAnn Uhl	5-Mar	11:00 - 12:00
Photoshop	Layer Basics (D)	JoAnn Uhl	13-Mar	1:00 - 2:00
Illustrator	Getting Started (D)	JoAnn Uhl	18-Mar	1:00 - 2:00
InDesign	Getting Started (D)	JoAnn Uhl	26-Mar	8:30 - 9:30

### Database

Access	Tips & Tricks	JoAnn Uhl	13-Mar	10:30 - 11:30
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### Google Drive and Google Workspace

Calendar	Tips & Tricks	Barbara Heiles	8-Mar	10:00 - 11:00
Gmail	Getting Started	Barbara Heiles	12-Mar	10:00 - 11:45



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Product	Topic	INSTRUCTOR	Date	Time
Drive	Tips & Tricks	Barbara Heiles	15-Mar	9:00 - 10:00
Forms	Tips & Tricks	Barbara Heiles	26-Mar	1:00 - 2:00

#### Mail - Google

Gmail	Tips & Tricks	Barbara Heiles	5-Mar	1:00 - 2:00
Gmail	Getting Started	Barbara Heiles	12-Mar	10:00 - 11:45

#### Mail Merge - Microsoft

Mail Merge	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	14-Mar	6:00 - 7:00
Mail Merge	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	20-Mar	2:30 - 3:30

#### Operating System

Windows	Windows & File Management (D)	JoAnn Uhl	7-Mar	11:00 - 12:00
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#### Presentations - Microsoft

PowerPoint	Tips & Tricks	JoAnn Uhl	12-Mar	6:00 - 7:00
PowerPoint	Tips & Tricks	JoAnn Uhl	18-Mar	10:00 - 11:00

#### Publications

MS Publisher	Getting Started (D)	JoAnn Uhl	1-Mar	11:30 - 12:30
Canva	Getting Started (D)	JoAnn Uhl	12-Mar	2:00 - 3:00
MS Publisher	Getting Started (D)	JoAnn Uhl	20-Mar	11:00 - 12:00

#### Spreadsheet - Microsoft

Excel	Working with Formulas and Functions (D)	JoAnn Uhl	1-Mar	8:30 - 9:30
Excel	Lookup Functions (D)	JoAnn Uhl	1-Mar	1:00 - 2:00
Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	5-Mar	2:00 - 3:00
Excel	Working with Formulas and Functions (D)	JoAnn Uhl	5-Mar	6:00 - 7:00
Excel	Working with Formulas and Functions	JoAnn Uhl	7-Mar	9:00 - 10:45
Excel	Working with Charts (D)	JoAnn Uhl	7-Mar	1:00 - 2:00
Excel	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	7-Mar	6:00 - 7:00
Excel	Getting Started (D)	JoAnn Uhl	12-Mar	9:30 - 10:30
Excel	Working with Formulas and Functions (D)	JoAnn Uhl	12-Mar	12:30 - 1:30
Excel	Lookup Functions (D)	JoAnn Uhl	13-Mar	9:00 - 10:00
Excel	Pivot Tables (D)	JoAnn Uhl	18-Mar	11:30 - 12:30
Excel	Getting Started (D)	JoAnn Uhl	20-Mar	1:00 - 2:00



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Product	Topic	INSTRUCTOR	Date	Time
Excel	Getting Started	JoAnn Uhl	25-Mar	9:30 - 11:15
<b>Spreadsheet - Google</b>				
Sheets	Sort & Filter	Barbara Heiles	4-Mar	1:30 - 2:30
Sheets	Conditional Formatting	Barbara Heiles	7-Mar	1:00 - 2:45
Sheets	Restrict Parts of a Sheet	Barbara Heiles	18-Mar	1:00 - 2:15
Sheets	Tips & Tricks	Barbara Heiles	19-Mar	10:00 - 11:00
Sheets	Work with Charts	Barbara Heiles	25-Mar	1:00 - 2:45
<b>Templates</b>				
Microsoft	Google Docs & Sheets (D)	JoAnn Uhl	22-Mar	10:00 - 10:30
<b>Word Processing - Microsoft</b>				
Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	12-Mar	11:00 - 12:00
<b>Word Processing - Google</b>				
Docs	Getting Started	Barbara Heiles	1-Mar	10:00 - 11:45



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