

# OPT CLASSES - May 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

Software	Product	Topic	INSTRUCTOR	Date	Time
Adobe	Illustrator	Using Shapes (D)	JoAnn Uhl	3-May	10:00 - 11:00am
Adobe	Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	9-May	9:00 - 10:00am
Adobe	Any	Ask Me Anything	JoAnn Uhl	13-May	9:30 - 10:30am
Adobe	Photoshop	Getting Started (D)	JoAnn Uhl	13-May	1:00 - 2:00pm
Adobe	Photoshop	Layer Basics (D)	JoAnn Uhl	30-May	11:00am - 12:00pm
Adobe	Any	Ask Me Anything	JoAnn Uhl	30-May	1:00 - 2:00pm
Canva	Canva	Getting Started (D)	JoAnn Uhl	13-May	11:00am - 12:00pm
Google	Forms	Tips & Tricks	Barbara Heiles	2-May	10:00 - 11:00am
Google	Any	Ask Me Anything	Barbara Heiles	2-May	1:00 - 2:00pm
Google	Gmail	Tips & Tricks	Barbara Heiles	6-May	10:00 - 11:00am
Google	Calendar	View and Share Calendars	Barbara Heiles	6-May	1:00 - 2:15pm
Google	Docs	Format Documents	Barbara Heiles	6-May	4:30 - 6:15pm
Google	Docs	Getting Started	Barbara Heiles	7-May	10:00 - 11:45am
Google	Sheets	Sort & Filter	Barbara Heiles	7-May	1:00 - 2:00pm
Google	Sheets	Conditional Formatting	Barbara Heiles	13-May	1:00 - 2:45pm
Google	Calendar	Tips & Tricks	Barbara Heiles	14-May	1:00 - 2:00pm



Frontline/MLP to register for classes

Software	Product	Topic	INSTRUCTOR	Date	Time
Google	Any	Ask Me Anything	Barbara Heiles	15-May	11:00am - 12:00pm
Google	Drive	Tips & Tricks	Barbara Heiles	21-May	12:30 - 1:30pm
Google	Sheets	Restrict Parts of a Sheet	Barbara Heiles	22-May	10:00 - 11:15am
Google	Sheets	Tips & Tricks	Barbara Heiles	28-May	1:00 - 2:00pm
Google	Chromebook	Chromebook Overview	Barbara Heiles	31-May	10:00 - 11:00am
Microsoft	Excel	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	2-May	8:30 - 9:30am
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	7-May	9:00 - 10:00am
Microsoft	Excel	Getting Started	JoAnn Uhl	7-May	10:30am - 12:15pm
Microsoft	Publisher	Getting Started (D)	JoAnn Uhl	7-May	1:00 - 2:00pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	8-May	9:30 - 10:30am
Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	9-May	10:30 - 11:30am
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	13-May	2:30 - 3:30pm
Microsoft	Access	Tips & Tricks	JoAnn Uhl	21-May	9:30 - 10:30am
Microsoft	OneDrive	Introduction to OneDrive (D)	JoAnn Uhl	21-May	11:00am - 12:00pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	21-May	1:00 - 2:00pm
Microsoft	Excel	Working with Charts (D)	JoAnn Uhl	22-May	9:00 - 10:00am
Microsoft	Office	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	22-May	2:00 - 3:00pm
Microsoft	Windows	Windows & File Management	JoAnn Uhl	22-May	12:30 - 1:30pm
Microsoft	Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	29-May	9:00 - 10:00am
Microsoft	Office	Explore 365 Apps (D)	JoAnn Uhl	29-May	10:30 - 11:30am
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	29-May	12:30 - 1:30pm
Microsoft	PowerPoint	Tips & Tricks	JoAnn Uhl	30-May	9:30 - 10:30am



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