

OPT CLASSES - June 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	Photoshop	Getting Started (D)	JoAnn Uhl	4-Jun	2:00 - 3:00pm
Adobe	Any	Ask Me Anything	JoAnn Uhl	12-Jun	10:30 - 11:30am
Adobe	Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	13-Jun	11:00am - 12:00pm
Adobe	inDesign	Getting Started (D)	JoAnn Uhl	20-Jun	12:30 - 1:30pm
Adobe	Any	Ask Me Anything	JoAnn Uhl	24-Jun	12:30 - 1:30pm
Canva	Canva	Getting Started (D)	JoAnn Uhl	11-Jun	10:30 - 11:30am
Google	Any	Ask Me Anything	Barbara Heiles	3-Jun	2:00 - 3:00pm
Google	Drive	"Shared with me" and "Shared Drives"	Barbara Heiles	3-Jun	10:00 - 11:45am
Google	Docs/Sheets	Google Docs and Sheets Templates (D)	Barbara Heiles	4-Jun	11:00 - 11:30am
Google	Forms	Tips & Tricks	Barbara Heiles	6-Jun	1:00 - 2:00pm
Google	Calendar	Use Appointment Schedules	Barbara Heiles	10-Jun	1:00 - 2:15pm
Google	Docs	Tips & Tricks	Barbara Heiles	11-Jun	1:00 - 2:00pm
Google	Sheets	Sort & Filter	Barbara Heiles	14-Jun	10:00 - 11:00am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	4-Jun	10:30 - 11:30am
Microsoft	Excel	Working with Charts (D)	JoAnn Uhl	4-Jun	12:30 - 1:30pm
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	5-Jun	1:00 - 2:00pm



Frontline/MLP to register for classes

Software	Product	Topic	INSTRUCTOR	Date	Time
Microsoft	Publisher	Getting Started (D)	JoAnn Uhl	6-Jun	11:00am - 12:00pm
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	6-Jun	2:00 - 3:00pm
Microsoft	Excel	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	7-Jun	10:30 - 11:30am
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	11-Jun	9:00 - 10:00am
Microsoft	OneDrive	Introduction to OneDrive (D)	JoAnn Uhl	11-Jun	1:00 - 2:00pm
Microsoft	PowerPoint	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	12-Jun	12:30 - 1:30pm
Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	12-Jun	2:00 - 3:00pm
Microsoft	Excel	Getting Started	JoAnn Uhl	13-Jun	9:00 - 10:45am
Microsoft	Access	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	18-Jun	9:00 - 10:00am
Microsoft	Windows	Windows & File Management	JoAnn Uhl	18-Jun	10:30 - 11:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	20-Jun	9:00 - 10:00am
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	20-Jun	10:30 - 11:30am



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