

OPT CLASSES - July 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	Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	9-Jul	12:30 - 1:30pm
Adobe	Any	Ask Me Anything	JoAnn Uhl	10-Jul	9:00 - 10:00am
Adobe	Photoshop	Getting Started (D)	JoAnn Uhl	10-Jul	12:30 - 1:30pm
Adobe	Illustrator	Using Shapes (D)	JoAnn Uhl	17-Jul	9:00 - 10:00am
Adobe	Any	Ask Me Anything	JoAnn Uhl	23-Jul	11:30am - 12:30pm
Adobe	Illustrator	Getting Started (D)	JoAnn Uhl	24-Jul	11:00am - 12:00pm
Adobe	InDesign	Getting Started (D)	JoAnn Uhl	29-Jul	11:30am - 12:30pm
Adobe	Photoshop	Layer Basics (D)	JoAnn Uhl	30-Jul	11:30am - 12:30pm
Canva	Canva	Getting Started (D)	JoAnn Uhl	2-Jul	11:00am - 12:00pm
Google	Drive	Tips & Tricks	Barbara Heiles	15-Jul	1:00 - 2:00pm
Google	Docs	Tips & Tricks	Barbara Heiles	16-Jul	1:30 - 2:30pm
Google	Sheets	Tips & Tricks	Barbara Heiles	19-Jul	10:00 - 11:00am
Google	Gmail	Tips & Tricks	Barbara Heiles	22-Jul	1:00 - 2:00pm
Google	Any	Ask Me Anything	Barbara Heiles	23-Jul	1:30 - 2:30pm
Google	Calendar	Tips & Tricks	Barbara Heiles	26-Jul	10:00 - 11:00am
Google	Sheets	Restrict Parts of a Sheet	Barbara Heiles	29-Jul	1:00 - 2:15pm



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Software	Product	Topic	INSTRUCTOR	Date	Time
Google	Drive	Tips & Tricks	Barbara Heiles	30-Jul	1:30 - 2:30pm
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	2-Jul	9:30 - 10:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	2-Jul	12:30 - 1:30pm
Microsoft	PowerPoint	Tips & Tricks	JoAnn Uhl	9-Jul	9:00 - 10:00am
Microsoft	Access	Tips & Tricks	JoAnn Uhl	9-Jul	10:30 - 11:30am
Microsoft	Excel	Working with Formulas & Functions	JoAnn Uhl	10-Jul	10:30 - 11:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	15-Jul	10:30 - 11:30am
Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	15-Jul	12:30 - 1:30pm
Microsoft	Excel	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	17-Jul	10:30 - 11:30am
Microsoft	Excel	Working with Range Names (D)	JoAnn Uhl	17-Jul	12:30 - 1:30pm
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	18-Jul	9:30 - 10:30am
Microsoft	Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	18-Jul	11:00am - 12:00pm
Microsoft	Excel	Getting Started	JoAnn Uhl	18-Jul	12:30 - 2:15pm
Microsoft	Windows	Windows & File Management	JoAnn Uhl	23-Jul	1:00 - 2:00pm
Microsoft	Office	Mail Merge Using Microsoft Office	JoAnn Uhl	24-Jul	9:30 - 10:30am
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	31-Jul	8:30 - 9:30am
Microsoft	Office	Explore Microsoft 365 Apps (D)	JoAnn Uhl	31-Jul	11:30am - 12:30pm



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