

# OPT CLASSES - August 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	Getting Started (D)	JoAnn Uhl	2-Aug	9:30 - 10:30am
Adobe	Any	Ask Me Anything	JoAnn Uhl	8-Aug	9:30 - 10:30am
Adobe	Photoshop	Getting Started (D)	JoAnn Uhl	20-Aug	12:30 - 1:30pm
Adobe	Any	Ask Me Anything	JoAnn Uhl	21-Aug	12:30 - 1:30pm
Canva	Canva	Getting Started (D)	JoAnn Uhl	8-Aug	10:30 - 11:30am
Google	Drive	Tips & Tricks	Barbara Heiles	2-Aug	11:30am - 12:30pm
Google	Sheets	Tips & Tricks	Barbara Heiles	5-Aug	1:00 - 2:00pm
Google	Forms	Tips & Tricks	Barbara Heiles	6-Aug	1:00 - 2:00pm
Google	Any	Ask Me Anything	Barbara Heiles	16-Aug	10:00 - 11:00am
Google	Calendar	Getting Started	Barbara Heiles	19-Aug	1:00 - 2:45pm
Google	Gmail	Getting Started	Barbara Heiles	20-Aug	1:00 - 2:45pm
Microsoft	Excel	Working with Charts (D)	JoAnn Uhl	8-Aug	12:30 - 1:30pm
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	12-Aug	9:30 - 10:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	12-Aug	10:30 - 11:30am
Microsoft	Excel	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	12-Aug	12:30 - 1:30pm
Microsoft	Access	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	15-Aug	9:00 - 10:00am



Frontline/MLP to register for classes

Software	Product	Topic	INSTRUCTOR	Date	Time
Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	15-Aug	10:30 - 11:30
Microsoft	PowerPoint	Tips & Tricks	JoAnn Uhl	15-Aug	12:30 - 1:30pm
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	20-Aug	9:30 - 10:30am
Microsoft	Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	20-Aug	11:00am - 12:00pm
Microsoft	Publisher	Getting Started (D)	JoAnn Uhl	21-Aug	9:30 - 10:30am
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	21-Aug	11:00am - 12:00pm
Microsoft	Office	Mail Merge Using Microsoft Office	JoAnn Uhl	27-Aug	9:30 - 10:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	27-Aug	10:30 - 11:30am



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