

Office Professional Training - September 2024

All classes are interactive and include 15 minutes of Q&A, unless marked (D) for demonstration. 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.



Course Catalog


Software	Product	Topic	Instructor	📅 Date	Time
Adobe	Photoshop	Getting Started (D)	JoAnn Uhl	9/13/2024	9:30 - 10:30am
Adobe	Any	Ask Me Anything	JoAnn Uhl	9/18/2024	1:00 - 2:00pm
Adobe	Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	9/24/2024	9:30 - 10:30am
Adobe	Illustrator	Getting Started (D)	JoAnn Uhl	9/26/2024	11:00am - 12:00pm
Canva	Canva	Getting Started (D)	JoAnn Uhl	9/16/2024	11:00am - 12:00pm
Google	Gmail	Getting Started	Barbara Heiles	9/16/2024	1:00 - 2:45pm
Google	Calendar	Getting Started	Barbara Heiles	9/17/2024	10:00 - 11:45am
Google	Drive	Drive & Workspace Overview	Barbara Heiles	9/20/2024	10:00 - 11:45am
Google	Any	Ask Me Anything	Barbara Heiles	9/23/2024	10:00 - 11:00am
Google	Workspace	Tips & Tricks	Barbara Heiles	9/24/2024	10:00 - 11:00am
Google	Gmail	Tips & Tricks	Barbara Heiles	9/27/2024	10:00 - 11:00am
Google	Drive	Tips & Tricks	Barbara Heiles	9/30/2024	1:00 - 2:45pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	9/10/2024	9:30 - 10:30am
Microsoft	Access	Tips & Tricks	JoAnn Uhl	9/11/2024	10:00 - 11:00am
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	9/11/2024	11:30am - 12:30pm
Microsoft	Office	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	9/13/2024	11:00am - 12:00pm
Microsoft	Excel	Working with Charts (D)	JoAnn Uhl	9/13/2024	1:00 - 2:00pm
Microsoft	Excel	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	9/16/2024	12:30 - 1:30pm
Microsoft	Excel	Data Analysis & Using Tables	JoAnn Uhl	9/18/2024	10:00 - 11:00am

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Software	Product	Topic	Instructor	 Date	Time
Microsoft	PowerPoint	Tips & Tricks	JoAnn Uhl	9/19/2024	9:00 - 10:00am
Microsoft	Word	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	9/19/2024	10:30 - 11:30am
Microsoft	Publisher	Getting Started (D)	JoAnn Uhl	9/19/2024	12:30 - 1:30pm
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	9/24/2024	11:00am - 12:00pm
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	9/26/2024	9:30 - 10:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	9/26/2024	12:30 - 1:30pm