

Office Professional Training - October 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	Any	Ask Me Anything	JoAnn Uhl	10/3/2024	9:30 - 10:30am
Adobe	Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	10/9/2024	11:00am - 12:00pm
Adobe	Illustrator	Using Shapes (D)	JoAnn Uhl	10/10/2024	9:30 - 10:30am
Adobe	Any	Ask Me Anything	JoAnn Uhl	10/17/2024	9:30 - 10:30am
Adobe	Photoshop	Getting Started (D)	JoAnn Uhl	10/22/2024	10:00 - 11:00am
Adobe	InDesign	Getting Started (D)	JoAnn Uhl	10/29/2024	10:00 - 11:00am
Canva	Canva	Getting Started (D)	JoAnn Uhl	10/8/2024	6:00 - 7:00pm
Canva	Canva	Getting Started (D)	JoAnn Uhl	10/15/2024	12:30 - 1:30pm
Google	Calendar	Tips & Tricks	Barbara Heiles	10/1/2024	10:00 - 11:00am
Google	Sheets	Conditional Formatting	Barbara Heiles	10/7/2024	1:00 - 2:45pm
Google	Any	Ask Me Anything	Barbara Heiles	10/8/2024	1:00 - 2:00pm
Google	Sheets	Tips & Tricks	Barbara Heiles	10/10/2024	2:00 - 3:00pm
Google	Docs	Format Documents	Barbara Heiles	10/11/2024	10:00 - 11:45am
Google	Templates	Google Docs and Sheets Templates (D)	Barbara Heiles	10/15/2024	10:00 - 10:30am
Google	Sheets	Restrict Parts of a Sheet	Barbara Heiles	10/18/2024	10:00 - 11:15am
Google	Gmail	Optimize Your Inbox Layout	Barbara Heiles	10/21/2024	1:00 - 2:00pm
Google	Forms	Getting Started	Barbara Heiles	10/22/2024	1:00 - 2:45pm
Google	Any	Ask Me Anything	Barbara Heiles	10/25/2024	10:00 - 11:00am
Google	Gmail	Tips & Tricks	Barbara Heiles	10/29/2024	1:00 - 2:00pm

Office Professional Training - October 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
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	10/2/2024	2:00 - 3:00pm
Microsoft	Word	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	10/3/2024	11:00am - 12:00pm
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	10/3/2024	12:30 - 1:30pm
Microsoft	Access	Tips & Tricks	JoAnn Uhl	10/9/2024	9:30 - 10:30am
Microsoft	Excel	Working with Charts (D)	JoAnn Uhl	10/9/2024	1:00 - 2:00pm
Microsoft	Windows	Windows & File Management (D)	JoAnn Uhl	10/10/2024	11:00 - 12:00pm
Microsoft	Excel	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	10/11/2024	11:00am - 12:00pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	10/11/2024	12:30 - 1:30pm
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	10/15/2024	9:30 - 10:30am
Microsoft	Office	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	10/16/2024	11:00am - 12:00pm
Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	10/16/2024	12:30 - 1:30pm
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	10/21/2024	6:00 - 7:00pm
Microsoft	PowerPoint	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	10/22/2024	12:30 - 1:30pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	10/23/2024	9:30 - 10:30am
Microsoft	Excel	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	10/24/2024	6:00 - 7:00pm