

Office Professional Training - November 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. *** = *newly offered class*



Course Catalog

Software	Product	Topic	Instructor	📅 Date	Time
Adobe	Any	Ask Me Anything	JoAnn Uhl	11/1/2024	11:00am - 12:00pm
Adobe	InDesign	Getting Started (D)	JoAnn Uhl	11/7/2024	10:30 - 11:30am
Adobe	Any	Ask Me Anything	JoAnn Uhl	11/12/2024	9:00 - 10:00am
Adobe	Illustrator	Using Shapes (D)	JoAnn Uhl	11/13/2024	9:00 - 10:00am
Adobe	Any	Ask Me Anything	JoAnn Uhl	11/25/2024	9:30 - 10:30am
Canva	Canva	Getting Started (D)	JoAnn Uhl	11/7/2024	5:30 - 6:30pm
Canva	Canva	Getting Started (D)	JoAnn Uhl	11/20/2024	11:30am - 12:30pm
Google	Drive	Tips & Tricks	Barbara Heiles	11/1/2024	11:00am - 12:00pm
Google	Calendar	Tips & Tricks	Barbara Heiles	11/4/2024	1:00 - 2:00pm
Google	Sheets	Tips & Tricks	Barbara Heiles	11/5/2024	1:00 - 2:00pm
Google	Docs	Format Paragraphs and Lists	Barbara Heiles	11/8/2024	10:00 - 11:45am
Google	Any	Ask Me Anything	Barbara Heiles	11/12/2024	1:00 - 2:00pm
Google	Docs	Tips & Tricks	Barbara Heiles	11/15/2024	10:00 - 11:00am
Google	Sheets	Conditional Formatting	Barbara Heiles	11/18/2024	1:00 - 2:45pm
Google	Calendar	Use Appointment Schedules**	Barbara Heiles	11/22/2024	10:00 - 11:15am
Google	Any	Ask Me Anything	Barbara Heiles	11/26/2024	11:00am - 12:00pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	11/7/2024	9:30 - 10:30am
Microsoft	Access	Tips & Tricks (D)	JoAnn Uhl	11/7/2024	1:00 - 2:00pm
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	11/8/2024	9:30 - 10:30am

Office Professional Training - November 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. ******* = *newly offered class*



Course Catalog

Software	Product	Topic	Instructor	📅 Date	Time
Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	11/8/2024	11:00am - 12:00pm
Microsoft	Excel	Getting Started	JoAnn Uhl	11/12/2024	10:00 - 11:45am
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	11/12/2024	5:30 - 6:30pm
Microsoft	Windows	Windows & File Management (D)	JoAnn Uhl	11/13/2024	2:00 - 3:00pm
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	11/14/2024	10:00 - 11:00am
Microsoft	Office	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	11/19/2024	8:30 - 9:30am
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	11/19/2024	12:30 - 1:30pm
Microsoft	Excel	Microsoft Office for New Support Staff**	JoAnn Uhl	11/19/2024	5:30 - 6:30pm
Microsoft	Word	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	11/20/2024	9:00 - 10:00am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	11/20/2024	1:00 - 2:00pm
Microsoft	Excel	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	11/21/2024	9:00 - 10:00am
Microsoft	Excel	Microsoft Office for New Support Staff**	JoAnn Uhl	11/21/2024	10:30 - 11:30am
Microsoft	PowerPoint	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	11/21/2024	12:30 - 1:30pm
Microsoft	Excel	Working with Charts (D)	JoAnn Uhl	11/25/2024	2:00 - 3:00pm