

Office Professional Training - December 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	12/2/2024	3:00 - 4:00pm
Adobe	Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	12/4/2024	11:30am - 12:30pm
Adobe	Any	Ask Me Anything	JoAnn Uhl	12/10/2024	10:00 - 11:00am
Canva	Canva	Getting Started (D)	JoAnn Uhl	12/9/2024	11:30am - 12:30pm
Google	Sheets	Restrict Parts of a Sheet	Barbara Heiles	12/2/2024	1:00 - 2:15pm
Google	Contacts	Tips & Tricks	Barbara Heiles	12/3/2024	10:00 - 10:45am
Google	Gmail	Tips & Tricks	Barbara Heiles	12/6/2024	10:00 - 11:00am
Google	Calendar	Tips & Tricks	Barbara Heiles	12/12/2024	10:00 - 11:00am
Google	Drive	Tips & Tricks	Barbara Heiles	12/12/2024	1:00 - 2:00pm
Google	Sheets	Tips & Tricks	Barbara Heiles	12/13/2024	10:00 - 11:00am
Google	Any	Ask Me Anything	Barbara Heiles	12/16/2024	11:00am - 12:00pm
Google	Sheets	Conditional Formatting	Barbara Heiles	12/17/2024	10:00 - 11:45am
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	12/4/2024	1:00 - 2:00pm
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	12/9/2024	2:30 - 3:30pm
Microsoft	PowerPoint	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	12/10/2024	9:00 - 10:00am
Microsoft	Excel	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	12/10/2024	11:00am - 12:00pm
Microsoft	Office	Microsoft Office for New Support Staff**	JoAnn Uhl	12/11/2024	9:00 - 10:00am
Microsoft	Access	Tips & Tricks	JoAnn Uhl	12/12/2024	9:00 - 10:00am
Microsoft	Word	Shortcuts, Tips, & Tricks (D)	JoAnn Uhl	12/16/2024	10:30 - 11:30am

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Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	12/16/2024	12:30 - 1:30pm
Microsoft	Excel	Working with Charts (D)	JoAnn Uhl	12/17/2024	1:30 - 2:30pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	12/18/2024	9:00 - 10:00am

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