

Office Professional Training - February 2025

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	2/5/2025	9:00 - 10:00am
Adobe	Any	Ask Me Anything	JoAnn Uhl	2/18/2025	1:30 - 2:30pm
Adobe	Acrobat Pro	Editng PDF Basics (D)	JoAnn Uhl	2/19/2025	9:00 - 10:00am
Adobe	Illustrator	Using Shapes (D)	JoAnn Uhl	2/26/2025	1:30 - 2:30pm
Canva	Canva	Getting Started (D)	JoAnn Uhl	2/10/2025	10:30 - 11:30am
Canva	Canva	Getting Started (D)	JoAnn Uhl	2/25/2025	6:00 - 7:00pm
Google	Calendar	Tips & Tricks	Barbara Heiles	2/7/2025	9:00 - 10:00am
Google	Gmail	Tips & Tricks	Barbara Heiles	2/10/2025	10:00 - 11:00am
Google	Drive	Tips & Tricks	Barbara Heiles	2/10/2025	1:00 - 2:00pm
Google	Calendar	Getting Started	Barbara Heiles	2/11/2025	1:00 - 2:45pm
Google	Sheets	Conditional Formatting	Barbara Heiles	2/13/2025	10:00 - 11:45am
Google	Templates	Docs and Sheets Templates	Barbara Heiles	2/14/2025	10:00 - 10:30am
Google	Any	Ask Me Anything	Barbara Heiles	2/14/2025	11:00am - 12:00pm
Google	Sheets	Tips & Tricks	Barbara Heiles	2/18/2025	1:00 - 2:00pm
Google	Docs	Tips & Tricks	Barbara Heiles	2/21/2025	10:00 - 11:00am
Google	Sheets	Restrict Parts of a Sheet	Barbara Heiles	2/24/2025	1:00 - 2:15pm
Google	Drive	Tips & Tricks	Barbara Heiles	2/25/2025	10:00 - 11:00am
Google	Sheets	Tips & Tricks	Barbara Heiles	2/28/2025	10:00 - 11:00am
Microsoft	Access	Getting Started	JoAnn Uhl	2/7/2025	11:30am - 12:30pm

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Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	2/10/2025	12:30 - 1:30pm
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	2/11/2025	1:00 - 2:00pm
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	2/12/2025	9:00 - 10:00am
Microsoft	Office	Microsoft Office for New Support Staff	JoAnn Uhl	2/12/2025	10:30 - 11:30am
Microsoft	Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	2/13/2025	10:30 - 11:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	2/13/2025	11:30am - 12:30pm
Microsoft	PowerPoint	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	2/13/2025	1:30 - 2:30pm
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	2/18/2025	6:00 - 7:00pm
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	2/19/2025	10:30 - 11:30am
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	2/20/2025	9:00 - 10:00am
Microsoft	Access	Tips & Tricks	JoAnn Uhl	2/20/2025	1:00 - 2:00pm
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	2/24/2025	6:00 - 7:00pm
Microsoft	Office	Mail Merge Using Microsoft Office	JoAnn Uhl	2/25/2025	1:30 - 2:30pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	2/27/2025	9:00 - 10:00am