

Office Professional Training - April 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	4/1/2025	1:30 - 2:30pm
Adobe	Illustrator	Using Shapes (D)	JoAnn Uhl	4/14/2025	1:00 - 2:00pm
Adobe	InDesign	Getting Started (D)	JoAnn Uhl	4/16/2025	9:00 - 10:00am
Adobe	Any	Ask Me Anything	JoAnn Uhl	4/16/2025	10:00 - 11:00am
Adobe	Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	4/22/2025	10:30 - 11:30am
Adobe	Photoshop	Working with Photos	JoAnn Uhl	4/23/2025	9:30 - 10:30am
Adobe	Photoshop	Layer Basics (D)	JoAnn Uhl	4/29/2025	10:30 - 11:30am
Canva	Canva	Getting Started (D)	JoAnn Uhl	4/11/2025	9:00 - 10:00am
Google	Sheets	Getting Started	Barbara Heiles	4/4/2025	10:00 - 11:45am
Google	Calendar	Use Appointment Schedules	Barbara Heiles	4/7/2025	1:00 - 2:15pm
Google	Docs	Tips & Tricks	Barbara Heiles	4/8/2025	1:30 - 2:30pm
Google	Sheets	Restrict Parts of a Sheet	Barbara Heiles	4/9/2025	10:00 - 11:15am
Google	Drive	Tips & Tricks	Barbara Heiles	4/11/2025	10:00 - 11:00am
Google	Sheets	Tips & Tricks	Barbara Heiles	4/14/2025	1:00 - 2:00pm
Google	Gmail	Tips & Tricks	Barbara Heiles	4/15/2025	10:00 - 11:00am
Google	Any	Ask Me Anything	Barbara Heiles	4/16/2025	9:00 - 10:00am
Google	Docs	Format Documents	Barbara Heiles	4/21/2025	1:00 - 2:45pm
Google	Calendar	Tips & Tricks	Barbara Heiles	4/22/2025	1:30 - 2:30pm
Google	Forms	Getting Started	Barbara Heiles	4/25/2025	10:00 - 11:45am

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Google	Sheets	Conditional Formatting	Barbara Heiles	4/28/2025	1:00 - 2:45pm
Google	Drive	Tips & Tricks	Barbara Heiles	4/29/2025	10:00 - 11:00am
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	4/3/2025	10:00 - 11:00am
Microsoft	Office	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	4/4/2025	10:00 - 11:00am
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	4/4/2025	11:30am - 12:30pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	4/7/2025	9:00 - 10:00am
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	4/7/2025	1:00 - 2:00pm
Microsoft	PowerPoint	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	4/10/2025	9:00 - 10:00am
Microsoft	Office	Microsoft Office for New Support Staff	JoAnn Uhl	4/10/2025	11:30am - 12:30pm
Microsoft	Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	4/11/2025	10:30 - 11:30am
Microsoft	Excel	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	4/15/2025	9:30 - 10:30am
Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	4/16/2025	1:00 - 2:00pm
Microsoft**	Teams**	Getting Started (D)**	JoAnn Uhl	4/23/2025	11:00am - 12:00pm
Microsoft	Excel	Working with Charts (D)	JoAnn Uhl	4/24/2025	11:00am - 12:00pm
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	4/29/2025	9:00 - 10:00am
Microsoft	Excel	Intro to Macros and VBA	JoAnn Uhl	4/30/2025	10:00 - 11:45am