

Office Professional Training - May 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	5/1/2025	1:00 - 2:00pm
Adobe	Any	Ask Me Anything	JoAnn Uhl	5/13/2025	1:30pm - 2:30pm
Adobe	Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	5/16/2025	10:30 - 11:30am
Adobe	Photoshop	Working with Photos	JoAnn Uhl	5/21/2025	10:30 - 11:30am
Canva	Canva	Getting Started (D)	JoAnn Uhl	5/8/2025	11:30am - 12:30pm
Canva	Canva	Tips & Tricks (D)**	JoAnn Uhl	5/29/2025	11:30am - 12:30pm
Google	Sheets	Tips & Tricks	Barbara Heiles	5/2/2025	10:00 - 11:00am
Google	Docs	Tips & Tricks	Barbara Heiles	5/2/2025	1:00 - 2:00pm
Google	Sheets	Work with Charts	Barbara Heiles	5/6/2025	10:00 - 11:45am
Google	Templates	Docs and Sheets Templates (D)	Barbara Heiles	5/8/2025	1:30 - 2:00pm
Google	Sheets	Restrict Parts of a Sheet	Barbara Heiles	5/12/2025	1:00 - 2:15pm
Google	Drive	Tips & Tricks	Barbara Heiles	5/13/2025	10:00 - 11:00am
Google	Sheets	Tips & Tricks	Barbara Heiles	5/14/2025	10:00 - 11:00am
Google	Any	Ask Me Anything	Barbara Heiles	5/14/2025	11:30am - 12:30pm
Google	Gmail	Tips & Tricks	Barbara Heiles	5/16/2025	10:00 - 11:00am
Google	Forms	Tips & Tricks	Barbara Heiles	5/19/2025	1:00 - 2:00pm
Google	Sheets	Sort & Filter	Barbara Heiles	5/20/2025	1:30 - 2:30pm
Google	Sheets	Conditional Formatting	Barbara Heiles	5/22/2025	1:00 - 2:45pm
Google	Calendar	Tips & Tricks	Barbara Heiles	5/23/2025	10:00 - 11:00am

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Microsoft	Excel	Getting Started (D)	JoAnn Uhl	5/2/2025	9:30 - 10:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	5/6/2025	10:30 - 11:30am
Microsoft	PowerPoint	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	5/7/2025	9:00 - 10:00am
Microsoft	Office	Microsoft Office for New Support Staff	JoAnn Uhl	5/7/2025	11:30am - 12:30pm
Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	5/8/2025	10:00 - 11:00am
Microsoft	Access	Tips & Tricks (D)	JoAnn Uhl	5/12/2025	1:00 - 2:00pm
Microsoft	Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	5/14/2025	10:30 - 11:30am
Microsoft	Office	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	5/14/2025	1:00 - 2:00pm
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	5/15/2025	9:30 - 10:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	5/21/2025	1:00 - 2:00pm
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	5/22/2025	10:00 - 11:00am
Microsoft	Teams	Getting Started (D)	JoAnn Uhl	5/28/2025	10:00 - 11:00am
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	5/29/2025	10:00 - 11:00am
Microsoft	Excel	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	5/30/2025	10:30 - 11:30am