

# Office Professional Training - March 2026



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. \*\* = new class

Software	Product	Topic	Instructor	📅 Date	Time
Adobe	Any	Ask Me Anything	JoAnn Uhl	3/3/2026	9:00 - 10:00am
Adobe	Photoshop	Layer Basics (D)	JoAnn Uhl	3/11/2026	10:30 - 11:30am
Adobe	Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	3/18/2026	11:00am - 12:00pm
Adobe	Any	Ask Me Anything	JoAnn Uhl	3/19/2026	2:00 - 3:00pm
Adobe	Illustrator	Using Shapes (D)	JoAnn Uhl	3/26/2026	9:30 - 10:30am
Adobe	Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	2/24/2026	9:30 - 10:30am
Canva	Canva	Getting Started (D)	JoAnn Uhl	3/3/2026	10:00 - 11:00am
Canva	Canva	Getting Started (D)	JoAnn Uhl	3/10/2026	6:00 - 7:00pm
Canva	Canva	Photos & Videos (D)	JoAnn Uhl	3/12/2026	9:30 - 10:30am
Google	Docs	Tips & Tricks	Barbara Heiles	3/2/2026	1:00 - 2:00pm
Google	Sheets	Sort & Filter	Barbara Heiles	3/3/2026	10:00 - 11:00am
Google	Drive	Tips & Tricks	Barbara Heiles	3/6/2026	10:00 - 11:00am
Google	Sheets	Tips & Tricks	Barbara Heiles	3/13/2026	10:00 - 11:00am
Google	Docs and Sheets	Smart Chips, Building Blocks and Dropdowns	Barbara Heiles	3/16/2026	1:00 - 2:00pm
Google	Calendar	Tips & Tricks	Barbara Heiles	3/17/2026	10:00 - 11:00am
Google	Sheets	Restrict Parts of a Sheet	Barbara Heiles	3/20/2026	10:00 - 11:15am
Google	Any	Ask Me Anything	Barbara Heiles	3/20/2026	11:30am - 12:30pm
Google	Docs	Format Paragraphs and Lists	Barbara Heiles	3/23/2026	1:00 - 2:45pm
Google	Sheets	Conditional Formatting	Barbara Heiles	3/24/2026	10:00 - 11:45am

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Google	Forms	Tips & Tricks	Barbara Heiles	3/27/2026	10:00 - 11:00am
Google	Gmail	Tips & Tricks	Barbara Heiles	3/30/2026	1:00 - 2:00pm
Google	Docs	Tips & Tricks	Barbara Heiles	3/31/2026	1:00 - 2:00pm
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	3/4/2026	9:00 - 10:00am
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	3/10/2026	9:00 - 10:00am
Microsoft	PowerPoint	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	3/10/2026	10:30 - 11:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	3/11/2026	9:30 - 10:30am
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	3/12/2026	11:00am - 12:00pm
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	3/12/2026	6:00 - 7:00pm
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	3/16/2026	10:00 - 11:00am
Microsoft	Teams	Getting Started (D)	JoAnn Uhl	3/16/2026	11:30am - 12:30pm
Microsoft	Access	Tips & Tricks (D)	JoAnn Uhl	3/18/2026	9:30 - 10:30am
Microsoft	Office	Mail Merge Using Microsoft Office	JoAnn Uhl	3/19/2026	9:30 - 10:30am
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	3/19/2026	6:00 - 7:00pm
Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	3/24/2026	9:30 - 10:30am
Microsoft	Teams	Getting Started (D)	JoAnn Uhl	3/24/2026	11:00am - 12:00pm
Microsoft	Office	Mail Merge Using Microsoft Office	JoAnn Uhl	3/24/2026	6:00 - 7:00pm
Microsoft	Office	Microsoft Office for New Support Staff	JoAnn Uhl	3/25/2026	10:00 - 11:00am
Microsoft	Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	3/26/2026	11:00am - 12:00pm

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Software	Product	Topic	Instructor	📅 Date	Time
Microsoft	Excel	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	3/26/2026	1:30 - 2:30pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	3/27/2026	12:30 - 1:30pm
Microsoft	Excel	Errors (D)	JoAnn Uhl	3/31/2026	11:00am - 12:00pm

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