

## Office Professional Training - April 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	Illustrator	Getting Started (D)	JoAnn Uhl	4/1/2026	11:00am - 12:00pm
Adobe	Photoshop	Layer Basics (D)	JoAnn Uhl	4/9/2026	10:00 - 11:00am
Adobe	Any	Ask Me Anything	JoAnn Uhl	4/9/2026	11:00am - 12:00pm
Adobe	Acrobat Pro	Editing PDF Basics (D)	JoAnn Uhl	4/17/2026	11:00am - 12:00pm
Adobe	Any	Ask Me Anything	JoAnn Uhl	4/24/2026	2:00 - 3:00pm
Canva	Canva	Getting Started (D)	JoAnn Uhl	4/8/2026	9:30 - 10:30am
Canva	Canva	Photos & Videos (D)	JoAnn Uhl	4/9/2026	6:00 - 7:00pm
Canva	Canva	Tips & Tricks	JoAnn Uhl	4/29/2026	10:30 - 11:30am
Google	Drive	Tips & Tricks	Barbara Heiles	4/6/2026	1:00 - 2:00pm
Google	Sheets	Tips & Tricks	Barbara Heiles	4/7/2026	10:00 - 11:00am
Google	Gmail	Tips & Tricks	Barbara Heiles	4/10/2026	10:00 - 11:00am
Google	Calendar	Tips & Tricks	Barbara Heiles	4/13/2026	1:00 - 2:00pm
Google	Sheets	Restrict Parts of a Sheet	Barbara Heiles	4/14/2026	1:00 - 2:15pm
Google	Forms	Getting Started	Barbara Heiles	4/17/2026	10:00 - 11:45am
Google	Docs	Tips & Tricks	Barbara Heiles	4/20/2026	1:00 - 2:00pm
Google	Drive	Tips & Tricks	Barbara Heiles	4/21/2026	10:00 - 11:00am
Google	Any	Ask Me Anything	Barbara Heiles	4/21/2026	1:00 - 2:00pm
Google	Sheets	Conditional Formatting	Barbara Heiles	4/24/2026	10:00 - 11:45am
Google	Sheets	Tips & Tricks	Barbara Heiles	4/27/2026	1:00 - 2:00pm

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Software	Product	Topic	Instructor	📅 Date	Time
Google	Chrome	Tips & Tricks for Organizing Tabs	Barbara Heiles	4/28/2026	10:00 - 11:00am
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	4/7/2026	9:30 - 10:30am
Microsoft	Excel	Intro to Macros and VBA (D)	JoAnn Uhl	4/7/2026	1:00 - 2:00pm
Microsoft	PowerPoint	Working with Formulas and Functions (D)	JoAnn Uhl	4/8/2026	11:00am - 12:00pm
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	4/9/2026	1:00 - 2:00pm
Microsoft	Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	4/10/2026	11:00am - 12:00pm
Microsoft	Excel	Working with Charts (D)	JoAnn Uhl	4/13/2026	10:00 - 11:00am
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	4/13/2026	1:00 - 2:00pm
Microsoft	Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	4/13/2026	6:00 - 7:00pm
Microsoft	Access	Tips & Tricks (D)	JoAnn Uhl	4/14/2026	1:00 - 2:00pm
Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	4/15/2026	10:30 - 11:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	4/17/2026	10:00 - 11:00am
Microsoft	Excel	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	4/21/2026	9:30 - 10:30am
Microsoft	PowerPoint	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	4/21/2026	11:00am - 12:00pm
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	4/21/2026	6:00 - 7:00pm
Microsoft	Office	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	4/22/2026	9:30 - 10:30am
Microsoft	Any	Ask Me Anything	JoAnn Uhl	4/28/2026	9:30 - 10:30am
Microsoft	Excel	Working with Range Names (D)	JoAnn Uhl	4/28/2026	10:30 - 11:30am
Microsoft	Office	Microsoft Office for New Support Staff (D)	JoAnn Uhl	4/29/2026	11:00am - 12:00pm

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