# OFFICE PROFESSIONAL INSTITUTE

## 4/16

*THERE ARE TWO CLASSES ONGOING PER TIME SLOT, PLEASE CHOOSE ONE TO ATTEND*

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|---|---|
| 8:30 - 9:15 | • Google Calendar - Appointment Schedules<br>• Getting Started with Canva |
| 9:45 - 10:30 | • Tracking Projects and To-Do Lists in Google Workspace<br>• Excel tools for organizing data |
| 11:00 - 11:45 | • Chrome Tips & Tricks<br>• Microsoft 365 apps for productivity |
| 1:00 - 1:45 | • Google Sheets - Pivot Tables<br>• Canva - What's New, Tips and Tricks |

Scan the QR Code to register for the class on Frontline