

# April 2026 OPI Class Descriptions

## Getting Started with Canva (8:30 - 9:15)

- Choose what you want to create from common formats
- Understanding the Editor
- Working with Templates
- Customize your design
- Upload your own content
- Use built-in tools like background remover
- Download and share your design

## Google Calendar - Appointment Schedules (8:30 - 9:15)

- Creates a dedicated webpage of available appointment times
- Anyone can schedule an appointment using any email account
- Customize description (including links) and how long in advance people can schedule
- Customize duration and time between appointments
- Updates from and to your Google Calendar
- Automatically removes appointment times that have conflicts (existing or new) on your calendar and other calendars that you select
- Send out links to schedule by email or embed on a webpage

## Excel Tools for Organizing Data (9:45 - 10:30)

- Sorting & Filtering
- Conditional formatting
- Data Validation
- Remove duplicates
- Pivot and Excel Tables
- Slicers and Timelines
- Functions for organizing data

## Tracking Projects and To-Do Lists in Google Workspace (9:45 - 10:30)

- Google Docs and Sheets:

- Tables - person responsible, deadline, status
  - Assigning comments
- Google Sheets:
  - Timelines
- Google Calendar Tasks
  - Multiple task lists
  - Subtasks
- Drive Workspaces

## Canva - What's New, Tips & Tricks (11:00 - 11:45)

- Ai assistant - "Ask Canva"
- Image to Video
- Magic Layers
- Animation
- Bulk Create
- Styles
- Workflow improvements

## Google Sheets - Pivot Tables (11:00 - 11:45)

- Use Pivot Tables to summarize or analyze a large set of data
- Use suggested columns and rows or choose your own
- Add calculated fields
- Modify your Pivot Table
  - Rename Headers
  - Sort (and choose ascending or descending)
  - Group rows
  - Filter
- Use the Getpivotdata function to extract an aggregated value from a pivot table that corresponds to specified row and column headings.
- Create a chart from a pivot table

## Microsoft 365 Apps for Productivity (1:00 - 1:45)

- Core Productivity Apps
  - Word
  - Excel
  - PowerPoint
  - Outlook
  - OneNote
  - OneDrive

- Collaboration & Project Tools
  - Teams
  - Loop
  - Planner
  - SharePoint
- Task and Time Management
  - Microsoft To Do
  - Calendar
- AI with “Copilot”

## Chrome - Tips & Tricks (1:00 - 1:45)

- Save web sites to your Reading List to read or review later
- Bookmark web sites that you visit often
  - Bookmark Manager
  - Bookmark bar
  - Bookmark folders
- Customize Chrome
  - Start where you left off (may be locked by a district’s Google Admins)
  - Appearance, including show home button (may be locked by a district’s Google Admins), bookmarks bar, tab preview images on hover, etc.
  - Customize Chrome toolbar (at upper right of browser window) for faster access to:
    - Tools like Tab search, Print, New incognito window
    - Side panel features like Bookmarks and Reading mode (icons for each will be added to toolbar).
- Use Split view to see two tabs simultaneously side by side
- Annotate pdfs using Chrome
- With the Save to Google Drive extension, save pdfs of web sites, images or files directly to your Google Drive