

Office Professional Training - June 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 | 6/3/2026 | 1:00 - 2:00pm |
| Adobe | Photoshop | Getting Started (D) | JoAnn Uhl | 6/12/2026 | 10:00 - 11:00am |
| Adobe | Acrobat Pro DC | Editing PDF Basics (D) | JoAnn Uhl | 6/18/2026 | 10:00 - 11:00am |
| Adobe | Any | Ask Me Anything | JoAnn Uhl | 6/18/2026 | 11:00am - 12:00pm |
| Adobe | Illustrator | Getting Started (D) | JoAnn Uhl | 6/18/2026 | 1:00 - 2:00pm |
| Adobe | Acrobat Pro DC | Editing PDF Basics (D) | JoAnn Uhl | 5/27/2026 | 9:30 - 10:30am |
| Canva | Canva | Getting Started (D) | JoAnn Uhl | 6/10/2026 | 10:00 - 11:00am |
| Canva | Canva | Photos & Videos (D) | JoAnn Uhl | 6/30/2026 | 9:30 - 10:30am |
| Google | Forms | Getting Started | Barbara Heiles | 6/1/2026 | 1:00 - 2:45pm |
| Google | Calendar | Tips & Tricks | Barbara Heiles | 6/2/2026 | 10:00 - 11:00am |
| Google | Sheets | Restrict Parts of a Sheet | Barbara Heiles | 6/5/2026 | 10:00 - 11:15am |
| Google | Templates | Docs and Sheets Templates (D) | Barbara Heiles | 6/8/2026 | 1:00 - 1:30pm |
| Google | Docs | Tips & Tricks | Barbara Heiles | 6/9/2026 | 10:00 - 11:00am |
| Google | Sheets | Conditional Formatting | Barbara Heiles | 6/9/2026 | 1:00 - 2:45pm |
| Google | Docs and Sheets | Smart Chips, Building Blocks and Dropdowns | Barbara Heiles | 6/15/2026 | 1:00 - 2:15pm |
| Google | Any | Ask Me Anything | Barbara Heiles | 6/16/2026 | 10:00 - 11:00am |
| Microsoft | Office | Mail Merge Using Microsoft Office (D) | JoAnn Uhl | 6/2/2026 | 9:30 - 10:30am |
| Microsoft | Excel | Getting Started (D) | JoAnn Uhl | 6/4/2026 | 11:00am - 12:00pm |
| Microsoft | PowerPoint | Shortcuts, Tips & Tricks (D) | JoAnn Uhl | 6/4/2026 | 1:00 - 2:00pm |

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|-----------|---------|---|------------|-----------|-------------------|
| Microsoft | Excel | Working with Formulas and Functions (D) | JoAnn Uhl | 6/5/2026 | 9:30 - 10:30am |
| Microsoft | Excel | Working with Range Names (D) | JoAnn Uhl | 6/8/2026 | 10:30 - 11:30am |
| Microsoft | Excel | Pivot Tables (D) | JoAnn Uhl | 6/9/2026 | 9:30 - 10:30am |
| Microsoft | Any | Ask Me Anything | JoAnn Uhl | 6/10/2026 | 11:00am - 12:00pm |
| Microsoft | Excel | Shortcuts, Tips & Tricks (D) | JoAnn Uhl | 6/11/2026 | 10:00 - 11:00am |
| Microsoft | Excel | Working with Charts (D) | JoAnn Uhl | 6/11/2026 | 1:00 - 2:00pm |
| Microsoft | Any | Ask Me Anything | JoAnn Uhl | 6/23/2026 | 2:00 - 3:00pm |
| Microsoft | Excel | Data Analysis & Using Tables (D) | JoAnn Uhl | 6/25/2026 | 11:00am - 12:00pm |
| Microsoft | Office | Microsoft Office for New Support Staff | JoAnn Uhl | 6/29/2026 | 10:30 - 11:30am |
| Microsoft | Word | Shortcuts, Tips & Tricks (D) | JoAnn Uhl | 6/29/2026 | 1:00 - 2:00pm |
| Microsoft | Access | Tips & Tricks | JoAnn Uhl | 6/30/2026 | 11:00am - 12:00pm |

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