

Office Professional Training - October 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	Acrobat Pro DC	Editing PDF Basics (D)	JoAnn Uhl	10/6/2026	10:00 - 11:00am
Adobe	Any	Ask Me Anything	JoAnn Uhl	10/7/2026	9:30 - 10:30am
Adobe	Illustrator	Using Shapes (D)	JoAnn Uhl	10/8/2026	11:00am - 12:00pm
Adobe	Acrobat Pro DC	Editing PDF Basics (D)	JoAnn Uhl	10/8/2026	1:00 - 2:00pm
Adobe	Photoshop	Layer Basics (D)	JoAnn Uhl	10/9/2026	10:30 - 11:30am
Adobe	Any	Ask Me Anything	JoAnn Uhl	10/20/2026	1:00 - 2:00pm
Adobe	Premiere Pro	Getting Started (D)	JoAnn Uhl	10/21/2026	10:00 - 11:00am
Adobe	After Effects	Getting Started (D)	JoAnn Uhl	10/27/2026	1:00 - 2:00pm
Canva	Canva	Getting Started (D)	JoAnn Uhl	10/7/2026	11:00am - 12:00pm
Canva	Canva	Photos & Videos (D)	JoAnn Uhl	10/15/2026	10:30 - 11:30am
Canva	Canva	Tips & Tricks (D)	JoAnn Uhl	10/23/2026	10:00 - 11:00am
Google	Sheets	Tips & Tricks	Barbara Heiles	10/2/2026	10:00 - 11:00am
Google	Docs	Tips & Tricks	Barbara Heiles	10/5/2026	1:00 - 2:00pm
Google	Calendar	Tips & Tricks	Barbara Heiles	10/7/2026	10:00 - 11:00am
Google	Docs/Sheets	Smart Chips, Building Blocks And Dropdowns	Barbara Heiles	10/9/2026	10:00 - 11:15am
Google	Sheets	Tips & Tricks	Barbara Heiles	10/14/2026	10:00 - 11:00am
Google	Any	Ask Me Anything	Barbara Heiles	10/16/2026	11:30am - 12:30pm
Google	Drive	Tips & Tricks	Barbara Heiles	10/16/2026	10:00 - 11:00am
Google	Docs/Sheets	Docs and Sheets Templates (D)	Barbara Heiles	10/19/2026	1:00 - 1:30pm

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Google	Sheets	Restrict Parts of a Sheet	Barbara Heiles	10/21/2026	1:00 - 2:15pm
Google	Gmail	Tips & Tricks	Barbara Heiles	10/23/2026	10:00 - 11:00am
Google	Sheets	Conditional Formatting	Barbara Heiles	10/26/2026	1:00 - 2:45pm
Google	Sheets	Tips & Tricks	Barbara Heiles	10/28/2026	10:00 - 11:00am
Google	Drive	Tips & Tricks	Barbara Heiles	10/30/2026	10:00 - 11:00am
Microsoft	Excel	Getting Started (D)	JoAnn Uhl	10/8/2026	9:00 - 10:00am
Microsoft	Excel	Working with Formulas and Functions (D)	JoAnn Uhl	10/13/2026	9:00 - 10:00am
Microsoft	Word	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	10/13/2026	1:00 - 2:00pm
Microsoft	Office	Mail Merge Using Microsoft Office (D)	JoAnn Uhl	10/14/2026	11:00am - 12:00pm
Microsoft	Excel	Intermediate Macros and VBA (D)	JoAnn Uhl	10/14/2026	1:00 - 2:00pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	10/15/2026	9:00 - 10:00am
Microsoft	Excel	Data Analysis & Using Tables (D)	JoAnn Uhl	10/16/2026	9:30 - 10:30am
Microsoft	Excel	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	10/20/2026	9:00 - 10:00am
Microsoft	Access	Tips and Tricks (D)	JoAnn Uhl	10/22/2026	10:30 - 11:30am
Microsoft	Excel	Pivot Tables (D)	JoAnn Uhl	10/22/2026	1:00 - 2:00pm
Microsoft	Excel	Working with Charts (D)	JoAnn Uhl	10/23/2026	11:30am - 12:30pm
Microsoft	Excel	Lookup Functions (D)	JoAnn Uhl	10/26/2026	11:00am - 12:00pm
Microsoft	Any	Ask Me Anything	JoAnn Uhl	10/26/2026	1:00 - 2:00pm
Microsoft	Excel	Excel Errors (D)	JoAnn Uhl	10/29/2026	9:00 - 10:00am

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Software	Product	Topic	Instructor	 Date	Time
Microsoft	PowerPoint	Shortcuts, Tips & Tricks (D)	JoAnn Uhl	10/29/2026	11:00am - 12:00pm