MH RIC News

MID-HUDSON
REGIONAL INFORMATION CENTER

From the MHRIC Director

*by Eugene Knudsen,
Director of the Mid-Hudson
Regional Information Center*

I hope that you and your family are doing well!

As we turn our attention over the summer to re-opening schools, please be sure to consider any system changes that may be needed to support your plan. The MHRIC team is available to consult with you and support any changes needed to re-open school.

As the primary source of student data, the Student Management System will be key to maintaining record keeping as well as keeping ancillary systems up to date such as transportation, food service, notification, etc. Of course, a considerable amount of data for state reporting resides in the Student Management System, so your data coordinator should also be involved to ensure that data can be reported accurately.

Be well and please let us know as early as possible any assistance that we can provide to you and your staff during this challenging time.

MHRIC's New "Phishing" Repellent: *Infosec IQ*

by Shaji Koshy

While many think of viruses and malware as the biggest threats to computer and information system security, many times there is a precursor which is much more sinister. In many cases, social engineering tactics are what enable these types of attacks, and attackers are becoming much more efficient and targeted in their attempts.

Every individual employee within an organization possesses some information or equipment which, if compromised, can lead to an adverse effect on the entire organization. Verizon's highly regarded Data Breach Investigations Report (DBIR) for 2020 attributes phishing as the top social hacking component of data breaches and explains that 67% of all breaches were caused by credential theft, social attacks such as phishing, and errors. The report also indicates that 17% of all breaches were caused by human error which is double the number from 2019. When looking specifically at the education industry, the DBIR states "This industry saw phishing attacks in 28% of breaches and hacking via stolen credentials in 23% of breaches." And additionally,

"You can't talk yourself out of a problem you behave yourself into."
–Stephen Covey

"Educational Services performed poorly in terms of reporting phishing attacks, thus losing critical response time for the victim organizations." Social engineering attacks accounted for 27% of incidents in the education industry. The K-12 Cybersecurity Resource Center reports that there have been 855 publicly disclosed cybersecurity related incidents involving U.S. public schools since 2016 and 81 school districts have experienced more than one breach in this time. The current challenges of remote learning and distributed devices during the current pandemic

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may lead to an even higher uptick in the rate of incidents.

Employee security education and training are one of the most effective solutions that can be deployed to mitigate your risk to these types of attacks and incidents. MHRIC is proud to have partnered with Infosec, a 2019 leader in the Gartner Magic Quadrant for Security Awareness Computer-Based Training and a two-time Gartner Peer Insights Customer's Choice awardee. Infosec has been "fighting cybercrime through education" since its inception in 2004 and has continued to evolve its offerings.

What is Infosec IQ?

Infosec IQ is a cloud-based security awareness (AwareEd) and anti-phishing training (PhishSim) platform offered by the Infosec Institute. The platform provides the ability to launch phishing simulation campaigns across the user population and 700+ training modules that are mapped to National Institute of Standards and Technology's (NIST) recommended cybersecurity topics. Infosec IQ is completely customizable and the training material can be downloaded and published on a district's own LMS portal if required. Infosec also offers free student seats which allow students free access to ALL of their content. Infosec Institute develops all of their own content which also allows them to work directly with clients to create customized content for their industry.

What does it offer?

PhishSim

PhishSim is the anti-phishing training and simulation component of the Infosec IQ platform. PhishSim offers more than 1,000 phishing templates as well as the ability to create your own customized templates using a WYSIWYG (What You See Is What You Get) template builder. It offers the ability to simulate multiple attack types such as malicious attachments, business email compromise, as well as data entry and drive-by attacks. Teachable moments are presented to users immediately at the time of failure providing phishing indicators and learner tips. In addition, the PhishSim component also includes PhishNotify plugins for multiple platforms allowing users to report real world suspicious emails within their email application with the click of a button. This feature can significantly reduce helpdesk calls regarding suspicious emails. It is also possible to register domains similar to your own and incorporate them into your phishing campaigns as is common in domain spoofing and typosquatting techniques.

AwareEd

AwareEd is the security awareness and training component of Infosec IQ. This module includes over 700 training modules including education industry specific training as well as role based and compliance training. This includes training content

specifically for K-12 students and educators. Besides video training modules, additional posters, infographics, and newsletters are also included enabling the creation of comprehensive campaigns and reinforcement of concepts. All modules are mapped to NIST cybersecurity topics and includes SCORM (Shareable Content Object Reference Model) allowing districts to download and share content using their own LMS portals if preferred. Once again, Infosec Institute offers student seats at NO ADDITIONAL COST as long as all full time employees of the district are licensed. And, this is not limited to one or two courses, students can be given access to any of the content available in Infosec IQ.

Some value added features include the ability to distribute and track compliance of your own training, announcements, or policies using the Publishing Assistant. Assessments can also be performed to determine a knowledge baseline. Numerous security focused assessments are already available but custom assessments can also be created to be used alone or in conjunction with the publishing assistant.

In a dedicated effort to offer the best services and solutions in the most cost-effective manner, the MHRIC evaluated many vendors before Infosec was selected. I believe the Infosec IQ solution will be extremely valuable in allowing our districts to continue a security awareness initiative while still balancing their current fiscal challenges. For more information, a comprehensive overview of the features, or a look at the platform, please feel free to reach out to Shaji Koshy at skoshy@mhric.org.

INFOSEC IQ™

What Does the Future Hold for Technology Support Services (TSS) classes?

The trainers in the TSS department, like everyone else, have been brainstorming to see what a future that incorporates online learning as our go-to delivery method could look like. Nothing is certain at this point, but we want to share our thoughts so far.

Toward the end of March, we were focused entirely on fulfilling our existing commitments and transforming our usual three-hour in-person classes into more agile one-hour online courses. This format will continue through the end of the summer. But what comes next? One thing that we are fairly confident of is this: Zoom or something similar will be with us as we go forward.

One possibility could be continuing our one-hour classes online, but pairing each one with an online interactive "lab" session. Attendees could get answers to questions and then work on instructor-provided exercises while the instructor monitors progress and provides feedback. The exercise portion would be self-paced, with more or fewer done as each attendee needs. Screen sharing could be traded off to see each participant's progress or problems.

Perhaps, instead, each one-hour class could be followed by breakout sessions on several different days, open to anyone (even more than once) who has completed the class during any recent session and scheduled separately.

Another possibility could be expanding our classes to ninety minutes (with a short intermission), with more interaction between instructors and attendees and also incorporating Q&A and exercises through screen-sharing.

How about an open Google Form for people to submit issues and questions as they come up, where the results are used to structure a once-a-month Frequently Asked Questions session?

Our quarterly Specialty Projects Workshop could be reimagined as a regular session where we could work one-on-one with a registrant on their own project.

Look for a survey coming from us in the near future to see what topics you would like to see in our future classes and asking for your opinion on these possibilities!

New – Level 1 Guides

In a time of fiscal uncertainty, it is imperative that school districts maximize the resources which are already available to them. The Level 1 Reporting System (which can be accessed at: https://dwdataview.wnyric.org/) is one such resource. This system not only provides sophisticated levels of analysis on all of your current state reporting elements (including a wide array of reports to inform instruction based on statewide testing; reports regarding variables including but not limited to attendance, ELL status, gender, race, staff reporting, etc.) but can also be used to create custom reports and dashboards based on any uploaded data.

With all the many reports and dashboards available, however, the Level 1 Reporting System can be overwhelming. That's why the Testing and Reporting team at the MHRIC has been diligently working to create handy user guides. Each guide provides a screenshot of the report, various parameters for running it, and even provides explanations for how various elements are calculated! The current library (which we will continue to add to going forward) may be accessed here: https://www.mhric.org/services/testing-reporting/manuals/mhric-level-1-report-guides. Since the library is passkey-protected, please contact our team for the passkey if you do not already have it.

Although your best bet is to bookmark the page, you can also navigate there by clicking on the following menus from the mhric.org home page: Services > Testing and Reporting > Assessment Reporting > MHRIC Level 1 Report Guides – again, using the passkey to access the information.

As always, if you have any suggestions regarding updating these reports or making them more useful, please do not hesitate to contact our team at: reportshelp@mhric.org

REGISTER FOR MHRIC ONLINE CLASSES

School district faculty and staff participating in the MHRIC Technology Support Service (TSS) have the opportunity to attend an expanded schedule of online training classes this summer. Now is the time to develop new skills, learn a new application, or figure out how to do that one thing for which you never had time. Delve into the many different Microsoft and Google/G-Suite applications or learn more about Chromebooks and ADA Accessibility with these one hour or less slices. These are instructor-led courses covering a wide range of technology, applications, and skills that will help you climb to new heights professionally.

Employees of Technology and Support Service (TSS) member districts (see page 5) may attend these classes for free. We encourage you to speak to your district regarding membership in this service. If your district is not a current member of the service or you are a community resident, you may still participate in these classes. Please contact Kathi Goodyear (kgoodyea@mhric.org or 845-255-1450 x1330) for more information.

Note: The link to join each class will be emailed to you by the instructor about 15 - 30 minutes before the class begins, so please be sure to register at least 30 minutes prior to the start time. The link will be sent to the email address that was used when initially setting up your MLP account; so check all of your email accounts for this information.

Google Drive
Google Sheets
POWERPOINT
Publisher
WORD
G
Microsoft Office
G Suite
Excel
Access
Lucidpress
Chromebook
Google Docs
Gmail

CONTACTING YOUR MHRIC TEAM

To contact the MHRIC, please dial (845) 255-1450 and enter the appropriate extension when prompted.

Administration
Eugene Knudsen, Director
Ext. 1236.............eknudsen@mhric.org

Analytics & Coordinated Support Services
Dr. Mariah Adin, Manager.....Ext. 1246....madin@mhric.org

Application Training & Financial Services
Kathi Goodyear, Manager..Ext. 1330..kgoodyea@mhric.org

Operations & Technical Services
Silas Whittaker, Jr, Manager..........Ext. 1372
swhittaker@mhric.org
Help Desk Support
Ext. 1200.......helpdesk@mhric.org

Student Services
Noelle Zamow, Manager .. Ext. 1244 ... nzamow@mhric.org
Student Services Support Center
256-2450...................... sssc@mhric.org

MID-HUDSON
REGIONAL INFORMATION CENTER
175 Route 32 North, New Paltz, New York 12561
845-255-1450 • www.mhric.org

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Participating Districts

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Fallsburg

Florida

Highland Falls

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Onteora

Pawling

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Poughkeepsie

Rondout Valley

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Wallkill

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Registration Process For All MHRIC Events

All registrations for MHRIC events need to be completed using **MyLearningPlan.com** (MLP). If you do not currently have an MLP account, there is no charge to you or your district to set up a new MLP account.

You can register for events in MLP in two ways:

To go directly to a calendar of TSS classes, use this link: **https://www. mhric.org/training/tss/calendar- of-classes**. Click on the course title that you want, and you will be led through the enrollment process, including creating an account or logging in if you already have an account.

OR

From our **www.mhric.org** website, you can click on "Quicklinks" (top right on the blue bar) and select MLP on the drop down menu. This will bring you to a page with two blue buttons.

The "MHRIC Catalog" button brings you to a list of all the MHRIC offerings. Click on the course title that you want, and you will be led through the enrollment process, including creating an account or logging in if you already have an account.

If you need any assistance, please feel free to contact Barbara Heiles (bheiles@mhric.org or 845-255-1450 x 1316).

Technology Support Service *Summer 2020 Classes*

Employees of Technology and Support Service (TSS) member districts (see page 5) may attend these classes for free. We encourage you to speak to your district regarding membership in this service. If your district is not a current member of the service or you are a community resident, you may still participate in these classes. Please contact Kathi Goodyear (kgoodyea@mhric.org or 845-255-1450 x1330) for more information.

CLASS	DATE	TIME	TRAINER
OPERATING SYSTEM CLASSES			
Windows & File Management	July 15	1:30 – 2:30	JoAnn Uhl
Windows & File Management	July 29	12:00 – 1:00	JoAnn Uhl
Windows & File Management	August 19	10:30 – 11:30	JoAnn Uhl
WORD PROCESSING CLASSES			
Word – Creating Documents	July 8	1:30 – 2:30	JoAnn Uhl
Word – Creating Documents	July 28	9:00 – 10:00	JoAnn Uhl
Word – Creating Documents	August 19	12:00 – 1:00	JoAnn Uhl
Word – Editing Documents	July 9	12:00 – 1:00	JoAnn Uhl
Word – Editing Documents	July 29	1:30 – 2:30	JoAnn Uhl
Word – Editing Documents	August 20	12:00 – 1:00	JoAnn Uhl
Word – Formatting Documents	July 15	3:00 – 4:00	JoAnn Uhl
Word – Formatting Documents	July 31	12:00 – 1:00	JoAnn Uhl
Word – Formatting Documents	August 13	12:00 – 1:00	JoAnn Uhl
Word – Formatting Documents	August 27	9:00 – 10:00	JoAnn Uhl
Word – Formatting Text and Paragraphs	July 16	9:00 – 10:00	JoAnn Uhl
Word – Formatting Text and Paragraphs	July 30	12:00 – 1:00	JoAnn Uhl
Word – Formatting Text and Paragraphs	August 11	9:00 – 10:00	JoAnn Uhl
Word Graphics	July 13	12:00 – 1:00	JoAnn Uhl
Word Graphics	July 30	10:30 – 11:30	JoAnn Uhl
Word Graphics	August 17	3:00 – 4:00	JoAnn Uhl
Word Styles	July 9	10:30 – 11:30	Pascale Martel
Word Styles	August 3	1:00 – 2:00	Pascale Martel
Word Tables	July 13	10:30 – 11:30	Pascale Martel
Word Tables	August 5	3:00 – 4:00	JoAnn Uhl
Word Tables	August 11	9:00 – 10:00	Pascale Martel
Word Tables	August 26	9:00 – 10:00	JoAnn Uhl
Word Forms	July 13	1:00 – 2:00	Pascale Martel
Word Forms	August 11	10:30 – 11:30	Pascale Martel
Word Forms	August 25	10:30 – 11:30	Pascale Martel
Word Tabs, Indents, Bullets & Numbering	July 20	1:00 – 2:00	Pascale Martel
Word Tabs, Indents Bullets & Numbering	August 19	9:00 – 10:00	Pascale Martel
Word Shortcuts, Tips, & Tricks	July 16	1:30 – 2:30	JoAnn Uhl
Word Shortcuts, Tips, & Tricks	July 31	9:00 – 10:00	JoAnn Uhl
Word Shortcuts, Tips, & Tricks	August 12	1:30 – 2:30	JoAnn Uhl
Word Shortcuts, Tips, & Tricks	August 28	9:00 – 10:00	JoAnn Uhl
Word Long Documents, Manuals & Handbooks	July 22	1:00 – 2:00	Pascale Martel
Word Long Documents, Manuals & Handbooks	August 20	10:30 – 11:30	Pascale Martel
MAIL MERGE CLASSES			
Mail Merge in G Suite Using autoCrat	July 28	9:00 – 10:00	Pascale Martel
Mail Merge in G Suite Using autoCrat	August 27	9:00 – 10:00	Pascale Martel
autoCrat – Using Form Triggers and Dynamic Folders	July 28	10:30 – 11:30	Pascale Martel

Class	Date	Time	Instructor
autoCrat – Using Form Triggers and Dynamic Folders	August 27	10:30 – 11:30	Pascale Martel
Mail Merge Using MS Office	July 10	12:00 – 1:00	JoAnn Uhl
Mail Merge Using MS Office	July 28	1:00 – 2:00	Pascale Martel
Mail Merge Using MS Office	August 18	12:00 – 1:00	JoAnn Uhl
Mail Merge Using MS Office	August 27	1:00 – 2:00	Pascale Martel

DATABASE CLASSES

Class	Date	Time	Instructor
Access – Getting Started	July 7	9:00 – 10:00	JoAnn Uhl
Access – Getting Started	July 28	10:30 – 11:30	JoAnn Uhl
Access – Getting Started	August 18	1:30 – 2:30	JoAnn Uhl
Access – Building and Using Queries	July 8	10:30 –11:30	JoAnn Uhl
Access – Building and Using Queries	July 30	1:30 –2:30	JoAnn Uhl
Access – Building and Using Queries	August 19	1:30 –2:30	JoAnn Uhl
Access – Advanced Queries	July 9	9:00 – 10:00	JoAnn Uhl
Access – Advanced Queries	July 31	1:30 –2:30	JoAnn Uhl
Access – Advanced Queries	August 20	1:30 –2:30	JoAnn Uhl
Access – Using Forms	July 21	1:30 – 2:30	JoAnn Uhl
Access – Using Forms	August 3	9:00 – 10:00	JoAnn Uhl
Access – Using Reports	July 22	12:00 – 1:00	JoAnn Uhl
Access – Using Reports	August 4	10:30 – 11:30	JoAnn Uhl
Access – Using Reports	August 26	10:30 – 11:30	JoAnn Uhl
Access – Automating tasks with VBA-based Macros	July 23	10:30 – 11:30	JoAnn Uh
Access – Automating tasks with VBA-based Macros	August 5	12:00 – 1:00	JoAnn Uh
Access – Automating tasks with VBA-based Macros	August 27	10:30 – 11:30	JoAnn Uhl

SPREADSHEET CLASSES

Class	Date	Time	Instructor
Excel – Getting Started	July 7	10:30 – 11:30	JoAnn Uhl
Excel – Getting Started	July 27	9:00 – 10:00	Pascale Martel
Excel – Getting Started	August 18	3:00 – 4:00	JoAnn Uhl
Excel – Getting Started	August 26	9:00 – 10:00	Pascale Martel
Excel Made Easy – Basic Skills for Working with Spreadsheets	July 8	9:00 – 10:00	Pascale Martel
Excel Made Easy – Basic Skills for Working with Spreadsheets	August 4	9:00 – 10:00	Pascale Martel
Excel – Formatting a worksheet	July 9	10:30 – 11:30	JoAnn Uhl
Excel – Formatting a worksheet	July 21	3:00 – 4:00	JoAnn Uhl
Excel – Formatting a worksheet	July 29	1:00 – 2:00	Pascale Martel
Excel – Formatting a worksheet	August 3	1:30 – 2:30	JoAnn Uhl
Excel – Formatting a worksheet	August 20	3:00 – 4:00	JoAnn Uhl
Excel – Formatting a worksheet	August 24	9:00 – 10:00	Pascale Martel
Excel Shortcuts, Tips, & Tricks	July 16	3:00 – 4:00	JoAnn Uhl
Excel Shortcuts, Tips, & Tricks	July 31	10:30 – 11:30	JoAnn Uhl
Excel Shortcuts, Tips, & Tricks	August 11	1:30 – 2:30	JoAnn Uhl
Excel Shortcuts, Tips, & Tricks	August 26	1:30 – 2:30	JoAnn Uhl
Excel – Working with Charts	July 8	1:00 – 2:00	Pascale Martel
Excel – Working with Charts	July 22	1:30 – 2:30	JoAnn Uhl
Excel – Working with Charts	August 4	9:00 – 10:00	JoAnn Uhl
Excel – Working with Charts	August 4	10:30 – 11:30	Pascale Martel
Excel – Working with Charts	August 18	9:00 – 10:00	JoAnn Uhl
Excel – Working with Range Names	July 15	10:30 – 11:30	JoAnn Uhl
Excel – Working with Range Names	July 30	1:00 – 2:00	Pascale Martel
Excel – Working with Range Names	August 13	1:30 – 2:30	JoAnn Uhl
Excel – Working with Range Names	August 28	12:00 – 1:00	JoAnn Uhl
Excel Conditional Formatting	July 9	1:30 – 2:30	JoAnn Uhl
Excel Conditional Formatting	July 30	10:30 – 11:30	Pascale Martel
Excel Conditional Formatting	August 13	10:30 – 11:30	JoAnn Uhl
Excel – Lookup	July 13	3:00 – 4:00	JoAnn Uhl

Class	Date	Time	Instructor
Excel – Lookup	July 30	9:00 – 10:00	JoAnn Uhl
Excel – Lookup	August 12	12:00 – 1:00	JoAnn Uhl
Excel – Lookup	August 27	1:30 – 2:30	JoAnn Uhl
Excel Pivot Tables	July 8	10:30 – 11:30	Pascale Martel
Excel Pivot Tables	July 29	10:30 – 11:30	Pascale Martel
Excel Pivot Tables	August 11	12:00 – 1:00	JoAnn Uhl
Excel Pivot Tables	August 26	12:00 – 1:00	JoAnn Uhl
Excel Comparing Lists	July 29	9:00 – 10:00	Pascale Martel
Excel Comparing Lists	August 5	9:00 – 10:00	JoAnn Uhl
Excel Comparing Lists	August 19	9:00 – 10:00	JoAnn Uhl
Excel Comparing Lists	August 24	10:30 – 11:30	Pascale Martel
Excel Functions & Formulas – Dates & Times	July 21	10:30 – 11:30	Pascale Martel
Excel Functions & Formulas – Dates & Times	August 21	2:00 – 3:00	Barbara Heiles
Excel – Working with Formulas and Functions	July 8	9:00 – 10:00	JoAnn Uhl
Excel – Working with Formulas and Functions	July 21	12:00 – 1:00	JoAnn Uhl
Excel – Working with Formulas and Functions	July 27	10:30 – 11:30	Pascale Martel
Excel – Working with Formulas and Functions	August 4	3:00 – 4:00	JoAnn Uhl
Excel – Working with Formulas and Functions	August 19	3:00 – 4:00	JoAnn Uhl
Excel – Working with Formulas and Functions	August 26	10:30 – 11:30	Pascale Martel
Excel – Data Analysis Using Tables	July 10	10:30 – 11:30	JoAnn Uhl
Excel – Data Analysis Using Tables	July 27	1:00 – 2:00	Pascale Martel
Excel – Data Analysis Using Tables	August 12	1:00 – 2:00	JoAnn Uhl
Excel – Data Analysis Using Tables	August 26	9:00 – 10:00	Pascale Martel
Excel – Working with Lists	July 13	10:30 – 11:30	JoAnn Uhl
Excel – Working with Lists	July 28	12:00 – 1:00	JoAnn Uhl
Excel – Working with Lists	August 12	10:30 – 11:30	JoAnn Uhl
Excel – Working with Lists	August 27	12:00 – 1:00	JoAnn Uhl
Excel – Intro to Macros and VBA	July 7	12:00 – 1:00	JoAnn Uhl
Excel – Intro to Macros and VBA	July 23	1:30 – 2:30	JoAnn Uhl
Excel – Intro to Macros and VBA	August 14	12:00 – 1:00	JoAnn Uhl
Excel – Intermediate Macros and VBA	July 16	10:30 – 11:30	JoAnn Uhl
Excel – Intermediate Macros and VBA	August 5	10:30 – 11:30	JoAnn Uhl

SPECIALTY CLASSES

Class	Date	Time	Instructor
Illustrator – Getting Started	July 9	3:00 – 4:00	JoAnn Uhl
Illustrator – Getting Started	July 22	3:00 – 4:00	JoAnn Uhl
Illustrator – Getting Started	August 4	12:00 – 1:00	JoAnn Uhl
Illustrator – Using Shapes	July 15	12:00 – 1:00	JoAnn Uhl
Illustrator – Using Shapes	July 29	3:00 – 4:00	JoAnn Uhl
Illustrator – Using Shapes	August 11	10:30 – 11:30	JoAnn Uhl
Outlook – Getting Started	July 8	12:00 – 1:00	JoAnn Uhl
Outlook – Getting Started	July 23	3:00 – 4:00	JoAnn Uhl
Outlook – Getting Started	August 5	1:30 – 2:30	JoAnn Uhl
Outlook – Getting Started	August 18	10:30 – 11:30	JoAnn Uhl
Photoshop – Getting Started	July 10	9:00 – 10:00	JoAnn Uhl
Photoshop – Getting Started	July 23	12:00 – 1:00	JoAnn Uhl
Photoshop – Getting Started	August 3	3:00 – 4:00	JoAnn Uhl
Photoshop – Getting Started	August 17	9:00 – 10:00	JoAnn Uhl
Photoshop – Layer Basics	July 13	1:30 – 2:30	JoAnn Uhl
Photoshop – Layer Basics	August 14	10:30 – 11:30	JoAnn Uhl
Photoshop – Layer Basics	August 28	10:30 – 11:30	JoAnn Uhl
Adobe Acrobat Pro DC – Editing PDF Basics	July 14	9:00 – 10:00	Pascale Martel
Adobe Acrobat Pro DC – Editing PDF Basics	August 12	1:00 – 2:00	Pascale Martel
Adobe Acrobat Forms	July 14	10:30 – 11:30	Pascale Martel
Adobe Acrobat Forms	August 12	2:30 – 3:30	Pascale Martel
Adobe Acrobat Forms	August 25	1:00 – 2:00	Pascale Martel

Class	Date	Time	Instructor
Making ADA Accessible Documents	July 9	9:00 – 10:00	Pascale Martel
Making ADA Accessible Documents	August 3	11:00 – 12:00	Pascale Martel
Cognos Analytics Dashboards Basics	July 9	1:00 – 2:15	Pascale Martel
Cognos Analytics Dashboards Basics	August 3	9:00 – 10:15	Pascale Martel
PowerPoint – Creating a Presentation	July 7	1:30 – 2:30	JoAnn Uhl
PowerPoint – Creating a Presentation	August 3	10:30 – 11:30	JoAnn Uhl
PowerPoint – Creating a Presentation	August 17	1:30 – 2:30	JoAnn Uhl
PowerPoint – Modifying a Presentation	July 8	3:00 – 4:00	JoAnn Uhl
PowerPoint – Modifying a Presentation	August 4	1:30 – 2:30	JoAnn Uhl
PowerPoint – Modifying a Presentation	August 20	10:30 – 11:30	JoAnn Uhl
PowerPoint Introduction	July 15	9:00 – 10:00	Pascale Martel
PowerPoint Introduction	August 13	9:00 – 10:00	Pascale Martel
PowerPoint – Inserting Objects into Presentation	July 13	9:00 – 10:00	JoAnn Uhl
PowerPoint – Inserting Objects into Presentation	August 11	3:00 – 4:00	JoAnn Uhl
PowerPoint – Inserting Objects into Presentation	August 26	3:00 – 4:00	JoAnn Uhl
PowerPoint Animations & Multimedia	July 15	10:30 – 11:30	Pascale Martel
PowerPoint Animations & Multimedia	August 13	10:30 – 11:30	Pascale Martel
PowerPoint Links and Action Buttons	July 15	1:00 – 2:00	Pascale Martel
PowerPoint Links and Action Buttons	August 13	1:00 – 2:00	Pascale Martel
PowerPoint – Finishing a Presentation	July 16	12:00 – 1:00	JoAnn Uhl
PowerPoint – Finishing a Presentation	August 13	9:00 – 10:00	JoAnn Uhl
PowerPoint – Finishing a Presentation	August 27	3:00 – 4:00	JoAnn Uhl
MS Publisher – Create Print Publications	July 20	10:30 – 11:30	Pascale Martel
MS Publisher – Create Print Publications	August 20	9:00 – 10:00	Pascale Martel
MS Publisher – Getting Started	July 7	3:00 – 4:00	JoAnn Uhl
MS Publisher – Getting Started	August 3	12:00 – 1:00	JoAnn Uhl
MS Publisher – Getting Started	August 28	1:30 – 2:30	JoAnn Uhl
MS Office Templates	July 22	10:30 – 11:30	Pascale Martel
MS Office Templates	August 19	1:00 – 2:00	Pascale Martel
InDesign 2019 – Getting Started	July 23	9:00 – 10:00	Pascale Martel
InDesign 2019 – Getting Started	August 17	12:00 – 1:00	Pascale Martel
InDesign 2019 – Working with Text	July 23	10:30 – 11:30	Pascale Martel
InDesign 2019 – Working with Text	August 17	1:30 – 2:30	Pascale Martel
InDesign 2019 – Working with Images	July 23	12:00 – 1:00	Pascale Martel
InDesign 2019 – Working with Images	August 17	3:00 – 4:00	Pascale Martel
Chromebook Overview	August 10	1:00 – 2:00	Pascale Martel
Chromebook Overview	August 18	9:00 – 10:00	Pascale Martel

GOOGLE CLASSES

Class	Date	Time	Instructor
Gmail – The New Basics	July 6	12:00 – 1:00	Barbara Heiles
Gmail – The New Basics	July 24	10:00 – 11:00	Barbara Heiles
Gmail – The New Basics	August 10	10:00 – 11:00	Barbara Heiles
Gmail – Beyond the Basics	July 14	10:00 – 11:00	Barbara Heiles
Gmail – Beyond the Basics	July 27	12:00 – 1:00	Barbara Heiles
Gmail – Beyond the Basics	August 14	10:00 – 11:00	Barbara Heiles
Gmail Labels and Filters	July 16	1:00 – 2:00	Pascale Martel
Gmail Labels and Filters	August 7	10:00 – 11:00	Barbara Heiles
Gmail Labels and Filters	August 24	10:00 – 11:00	Barbara Heiles
Google Calendar Basics	July 10	10:00 – 11:00	Barbara Heiles
Google Calendar Basics	July 27	2:00 – 3:00	Barbara Heiles
Google Calendar Basics	August 14	12:00 – 1:00	Barbara Heiles
Google Calendar – Using Appointment Slots	July 24	12:00 – 1:00	Barbara Heiles
Google Calendar – Using Appointment Slots	August 6	10:00 – 11:00	Barbara Heiles
Google Drive and G Suite Overview	July 6	10:30 – 11:30	Pascale Martel
Google Drive and G Suite Overview	August 5	9:00 – 10:00	Pascale Martel
Google Drive and G Suite Overview	August 21	10:00 – 11:00	Barbara Heiles

Class	Date	Time	Instructor
Google Drive Overview of – "Shared with me" and "Shared drives"	July 6	2:00 – 3:00	Barbara Heles
Google Drive Overview of – "Shared with me" and "Shared drives"	July 21	1:00 – 2:00	Pascale Martel
Google Drive Overview of – "Shared with me" and "Shared drives"	August 18	1:00 – 2:00	Pascale Martel
G Suite – Collaborating and Using Version History	July 14	12:00 – 1:00	Barbara Heiles
G Suite – Collaborating and Using Version History	July 24	2:00 – 3:00	Barbara Heiles
G Suite – Collaborating and Using Version History	August 6	12:00 – 1:00	Barbara Heiles
Google Docs and Sheets	July 16	9:00 – 10:00	Pascale Martel
Google Docs and Sheets	August 10	9:00 – 10:00	Pascale Martel
Google Docs and Sheets	August 24	12:00 – 1:00	Barbara Heiles
Google Docs and Sheets Templates	July 6	1:00 – 2:00	Pascale Martel
Google Docs and Sheets Templates	August 5	10:30 – 11:30	Pascale Martel
Google Docs - Focus on Formatting	July 10	12:00 – 1:00	Barbara Heiles
Google Docs - Focus on Formatting	July 21	12:00 – 1:00	Barbara Heiles
Google Docs - Focus on Formatting	August 10	12:00 – 1:00	Barbara Heiles
Google Charts	July 6	10:00 – 11:00	Barbara Heiles
Google Charts	August 4	1:00 – 2:00	Pascale Martel
Google Charts	August 21	12:00 – 1:00	Barbara Heiles
Google Drawings – Creating Diagrams	July 17	10:00 – 11:00	Barbara Heiles
Google Drawings – Creating Diagrams	August 7	12:00 – 1:00	Barbara Heiles
Google Drawings – Creating Diagrams	August 25	10:00 – 11:00	Barbara Heiles
Google Forms	July 7	9:00 – 10:00	Pascale Martel
Google Forms	August 6	9:00 – 10:00	Pascale Martel
Google Forms	August 25	9:00 – 10:00	Pascale Martel
Google Forms – Branching into Sections	July 7	10:30 – 11:30	Pascale Martel
Google Forms – Branching into Sections	August 6	10:30 – 11:30	Pascale Martel
Google Forms Quizzes	July 7	1:00 – 2:00	Pascale Martel
Google Forms Quizzes	August 6	1:00 – 2:00	Pascale Martel
Google Forms Quizzes	August 18	10:30 – 11:30	Pascale Martel
Google Slides	July 16	10:30 – 11:30	Pascale Martel
Google Slides	August 10	10:30 – 11:30	Pascale Martel
Google Keep	July 27	10:00 – 11:00	Barbara Heiles
Google Search Tips	July 17	12:00 – 1:00	Barbara Heiles
Google Search Tips	August 7	2:00 – 3:00	Barbara Heiles

TSS Class Descriptions

Access – Getting Started
This class covers the basics of Microsoft Access, the database program. Topics will include: Understand relational databases, Explore a database, Create a database, Create a table, Create primary keys, Relate two tables, Enter data, Edit data.

Access – Building and Using Queries
This class covers the basics of creating a subset of information from the database. Topics will include: Use the Query Wizard, Work with data in a query, Use Query Design view, Sort and find data, Filter data, Apply AND criteria, Apply OR criteria, Format a datasheet.
Prerequisite: Some experience with Access.

Access – Advanced Queries
Perform calculations on groups of records using totals. Create cross-tab queries to summarize grouped data. Create action queries to add records to an existing table, delete specific records from a table and update to modify data in tables. Use a make table query if you need to copy the data, archive data, or perhaps save query results as a table for a report.
Prerequisite: Some experience with Access Queries.

Access – Using Forms
This class covers the basics of creating a Form to enter information into the database. Topics will include: Use the Form Wizard, Create a split form, Use Form Layout View, Add a field to a form, Modify form controls, Create calculations, Modify tab order, Insert an image, Check Spelling.
Prerequisite: Some experience with Access.

Access – Using Reports
This class covers the basics of creating a Report to print database content. Topics will include: Use the Report Wizard, Use Report Layout View, Review Report Sections, Apply group and sort orders, Add subtotals and counts, Resize and align controls, Format a report, Create mailing labels.
Prerequisite: Some experience with Access.

Access – Automating with VBA and Macros
This class will help you to understand the logic and syntax behind Visual Basic programming in Access. Topics will include working with forms and events, control statements and program flow.
Prerequisite: Experience with Access.

Making ADA Accessible Documents

The ADA (American with Disabilities Act) Standards state that information technology, which includes web content, must be accessible to people with disabilities. In this class, we will address the basics of accessible web content by creating well-structured and accessible Word documents and Adobe PDFs. We will then use Adobe Acrobat Pro DC's Accessibility Tools to check documents for accessibility and fix problems.

Prerequisite: Some experience with Word.

Adobe Acrobat Pro DC: Editing PDF Basics

This class is an introduction to Adobe Acrobat Pro DC. We will get familiar with how the program looks and where the tools are. We will convert documents to PDFs from Word. We will then learn how to make basic changes in Acrobat Pro such as editing text and images, adding and removing pages, adding signatures, and combining documents.

Adobe Acrobat Forms

Create fillable PDF forms in Adobe Acrobat. Whether starting from a scanned image of an old form or an idea that you have, we will step through the process of how to create interactive forms using Microsoft Word and Adobe Acrobat Pro DC.

Prerequisite: Some experience with Word.

autoCrat – Using Form Triggers and Dynamic Folders

We will explore the optional functions within autoCrat: autoCrat can be used in combination with Google Forms to automate customized emails triggered by a Form entry. A quick review of Forms will be included. Dynamic Folders are used when you want a merged doc to be dropped into certain folders within Google Drive.

Prerequisite: Some experience with autoCrat.

Chromebook Overview

A Chromebook is a tablet that boots up in about eight seconds, and is optimized for internet use. In this session, we will see how to open, save, and delete files that are saved to the device, as well as saved to Google Drive, and how to pin and unpin apps and web pages to the Shelf. We will familiarize ourselves with the differences on the Chromebook keyboard, and learn some handy keyboard shortcuts. We will also see how to set up different accounts to share the same device among different individuals.

Cognos Analytics Dashboards Basics

In this class we will explore the Cognos Analytics User Interface, learn how to upload data, create dashboards using templates, use file content to create different visualizations and increase our understanding of complex data.

Prerequisite: Participants must have Level 1 reporting access rights.

Excel – Getting Started

Topics will include: Understand spreadsheet processing, Explore the Excel window, Understand formulas, Enter labels and values, Use Autosum, Edit cell entries, Enter and Edit a simple formula, Switch worksheet views, Choose print options.

Excel Made Easy – Basic Skills for Working with Spreadsheets

Learn how to create spreadsheets that work. Excel has multiple tools to make your tasks easier. These tools rely on spreadsheets being constructed properly. We will cover the basics of spreadsheet construction, and acquire skills that make Excel easy to work with such as formatting, sums, sorts and more.

Prerequisite: Some experience with Excel.

Excel – Working with Formulas and Functions

Topics will include: Create a complex formula, Insert a function, Type a function, Copy and move cell entries, Understand relative and absolute cell reference, Copy formulas with relative cell references, Copy formulas with absolute cell references, Round a value with a function.

Prerequisite: Some experience with Excel.

Excel Functions & Formulas: Dates & Times

This slice will cover some of Excel's built-in functions that involve Dates and Times.

Prerequisite: Some experience with Excel.

Excel – Formatting a Worksheet

Topics will include: Format values, Change font and font sizes, Change font styles and alignment, Adjust column width, Insert and delete rows and columns, Apply colors, patterns and borders, Apply conditional formatting, Rename and move a worksheet, Check Spelling.

Excel – Working With Charts

Illustrate your data with great looking charts! Topics will include: Plan a chart, Create a chart, Move and resize a chart, Change the chart design, Change the chart format, Format a chart, Annotate and draw on a chart, Create a pie chart.

Prerequisite: Some experience with Excel.

Excel – Data Analysis Using Tables

Learn how to perform data analysis using Excel's most popular features: grouping, filters, and summary options. Topics will include multi-level sorting and automatic filter buttons to show only a specified data set. You will also work with Excel's table management tools to quickly subtotal, filter, format and remove duplicates. This will help you to see comparisons, patterns, and trends in your data that will help you make better decisions.

Prerequisite: Some experience with Excel.

Excel – Conditional Formatting

Conditional Formatting is a way to have Excel apply certain formatting to part or all of your spreadsheet based on a condition. For example, you may have a spreadsheet set up as a grade book and you would like all of the grades that are below 65 to stand out with a yellow background. Or you may want to easily find missing data (blank cells) by formatting those cells with a pink background. When values change and no longer meet the criteria, the cells return to their original formatting. We will also see how to set and modify rules for Data Bars and Icon Sets, how to work with dates, and more.

Prerequisite: Some experience with Excel.

Excel – Comparing Lists

Comparing spreadsheets in Excel does not have to be done line by line holding a ruler! Whether you need to identify and remove duplicates or compare lists to find who was added or removed from one list to the other, we will take a look at several different methods and tools to compare spreadsheets in Excel.

Prerequisite: Some experience with Excel.

Excel – Pivot Tables

Pivot Tables are tables in Excel that summarize data. They allow you to filter out selected data from a main table in order to show only the records you specify. Topics in this class will include creating reports, modifying Pivot Tables, and creating Pivot charts.

Prerequisite: Some experience with Excel.

Excel – Working with Range Names

Defining Range Names makes working in Excel much easier. Range Names can be used for navigation, they make formulas easier to work with and understand, and they can also be used for setting up data validation which allows you to pick an item from a drop-down list. We will take a look at some different ways to use Range Names and how they can come in handy.

Prerequisite: Experience with Excel.

Excel – Intro to Macros and VBA

This class will help you to understand the logic and syntax behind Visual Basic programming in Excel. Topics will include working with the Macro Recorder, the Visual Basic Editor to automate complex and repetitive tasks.

Prerequisite: Experience with Excel.

Excel – Intermediate Macros and VBA

This class will focus on creating user defined functions, using loop structures, creating decision making code and an overview of debugging code.

Prerequisite: Experience with Excel.

Class Descriptions continued

Excel – Shortcuts, Tips & Tricks

This class is designed for people who currently use Excel. Microsoft Office has many hidden options, unknown features, and shortcuts. We will show you formatting tips, keyboard shortcuts, and other tricks to customize Excel to work the way you want. You will be able to apply many of the same techniques in Word, PowerPoint, Publisher, and Access. Learn how to make Microsoft Office more powerful, more productive, and even easier for you to use.

Prerequisite: Some experience with Excel.

Excel – Lookup

We will find a value in a range of related data by using the lookup functions. We will use Data Validation to create drop-down lists that help with data entry. We'll use the results of the list in our VLOOKUP() statements. We will use the "IS" functions for testing the outcome of calculations, the INDEX to return a cell's value based on its relative position in a range and the MATCH function to determine the relative position of a value in a range.

Prerequisite: Experience with Excel.

Gmail Labels and Filters

Get control of your email! In Gmail, use Labels to help you categorize your email messages, and then use Filters to automatically route your multitudes of messages so they don't pile up in your inbox. You can keep your mail organized and out of the way, but still accessible for when you need to find something.

Prerequisite: Experience with Gmail.

Gmail – The New Basics

Gmail has some new features! In this class you will learn how to organize your email using conversations and labels, use filters, search, use the vacation responder, and more. We will also look at how to use the new features, or to turn them off. Discover how easy it is to accomplish your everyday tasks in Gmail.

Gmail – BEYOND the Basics

If you're a regular Gmail user and you've started to wonder about some of the more advanced functionality then this is the class for you! In this class you will practice with: Canned Responses (save and use text of emails that you send out frequently); Smart Compose (Gmail will suggest ways to finish that sentence); Smart Reply (short answer suggestions of thanks and acknowledgement); Nudges (Gmail will point out emails that are sitting in your inbox that you haven't replied to); Contact Groups (you can create and name a group of people that you often email together so that you don't have to add them all each time); and more!

Prerequisite: Experience with Gmail.

Google Calendar Basics

Learn how to use Google Calendar and get the functionality that you have in other calendar programs. In this class, we will schedule appointments, invite guests and reserve resources, do "busy" searches, see how to create recurring meetings, share calendars with others, and find out how to view other calendars that have been shared with us. Get what you need using Google Calendar!

Prerequisite: Experience with Gmail.

Google Calendar – Using Appointment Slots

Turn blocks of time on your calendar into appointment slots that others can view and book. Teachers can set up weekly office hours that students sign up for online, or team members can book one-on-one meetings with you. You can choose to require a sign-in to your own organization so that only your colleagues can reserve a slot, or you can make them available to anyone with a Google account (a Gmail account is not necessary). Your appointment block shows as a single event on your calendar and, as people book appointments, they'll appear as regular events overlapping the appointment block. Note: appointment slots are only available in work or school Google accounts.

Prerequisite: Experience with Google Calendar.

Google Charts

Now you can make great looking charts in Google Sheets! During this class you will learn to create, edit and customize different chart types, such as pie, line, bar charts and more. These charts can then be used in a Google Doc or Slide, and can be linked so that the data is updated when the Sheet is updated. Make your data stand out!

Prerequisite: Some experience with Google Sheets.

Google Docs – Focus on Formatting

Topics will include: Format with fonts, Use the Paint Format tool, Change line and paragraph spacing, Add bullets and numbering, Add borders and shading, Set document margins, Create columns, Insert page breaks, Insert page numbers, Add headers and footers, Basic table formatting, Basic image formatting.

Prerequisite: Experience with Google Docs.

Google Docs & Sheets

Google Docs and Sheets let you create documents and spreadsheets, and organize them. You can collaborate with others by sharing permission to edit, or just to comment or view. You can also upload and edit existing Word or Excel documents, or save a Google Doc as a Word document or a Google Sheet as an Excel document. All of your word processing and spreadsheet needs, in free storage, from any device with internet access.

Prerequisite: Some experience with internet browsers.

Google Docs and Sheets Templates

Templates are documents that can be used over and over again, like memos, newsletters, resumes, or business letters. In this class we will see how to find and work with Google Docs and Sheets Templates which are designed to be professional-looking and easy to use. We will also see how to create and use custom templates in Docs and Sheets.

Prerequisite: Some experience with Google Docs or Sheets.

Google Drawings – Creating Diagrams

It's for so much more than drawings! In this class or slice we will see how to bring together images, shapes, tables, charts, diagrams, and word art, or…drawings! We will create a separate file in Google Drive to use later, and create a Google Drawing inside a Doc or Sheet.

Prerequisite: Some experience with Google Drive and GSuite.

G Suite – Collaborating and Using Version History

You are already using Google Drive and some applications in G Suite, and you have shared documents with others. Now it's time to use all of the built-in tools to communicate with those you have shared with, and to see the history of changes to the document. Topics include: two ways to directly email collaborators, the chat option, suggestion mode, commenting, and using the Version History.

Prerequisite: Experience with Google Drive, and Docs and/or Sheets.

Google Slides

Google Slides is Google's presentation software. In this class you will learn how to create presentations and add animations. Slides also has an audience participation feature that is quick and easy to use.

Google Drive and G Suite Overview

In this class, we will learn how to use Google Drive. We will have a quick introduction to Docs, Sheets and Slides, parts of G Suite for Education. Files created with these productivity tools will then be organized into folders. We will also see how to collaborate with others using shared documents. With Google Drive you can store your Google documents and other types of files– all online, and all for free.

Prerequisite: Some experience with internet browsers is helpful.

Google Drive Overview of "Shared with me" and "Shared drives"

In this class we are going to take a closer look at the shared areas within Google Drive. Topics will cover: sharing files and folders, getting more familiar with and organizing what is in the Shared with me area of Google Drive which shows all of the folders and files that have been shared with you, we will also cover working with Shared Drives which are similar to network drives within an organization where members of Shared drives are assigned roles with permissions

Prerequisite: Some experience with Google Drive..

Google Forms

With Google Forms, you can quickly create a form or survey, send it to students, parents, teachers, or staff, and keep track of the answers in one spreadsheet. Responses are collected and displayed immediately in a corresponding Google Drive spreadsheet which allows you to sort, analyze, and visualize the information. You can send forms to anyone or link them on a published web site. Forms also generate an automatic summary with charts, graphs, and statistics about your form responses and can notify you when new responses are submitted. In this class, we will create a Google Form and see how the data is reported.

Prerequisite: Some experience with Google Sheets and internet browsers is helpful.

Google Forms – Branching into Sections

Branching in Google Forms enables you to send a form respondent to a different section of the form based on how they answer a question. For example: if a form asks a respondent to choose a Field Trip, the form will send the respondent to specific information based on the Field Trip that they chose. The form could then take the respondent back to the original list to choose another field trip, or let them submit their reply.

Prerequisite: Google Forms or equivalent experience.

Google Forms Quizzes

Topics will include: Creating a new Quiz - setting options - setting up an answer key - grading using the answer key, or grading manually from the Form Responses - using text, hyperlinks, and videos for helpful feedback - releasing grades - looking at how the students see their grades and feedback.

Prerequisite: Google Forms or equivalent experience.

Google Search Tips

How do you Google? There's a lot more to Google Searches than typing a few words. Symbols, punctuation and technique can all play a part in finding what you are looking for. Learn how to use Google's search engine like a pro.

Prerequisite: Some experience with internet browsers.

Google Keep

Google Keep is a basic, easy to use, note-taking application that syncs across devices. Have your tablet or phone or both handy during this class to see the syncing in action. Work on to-do lists, create notes and set reminders. Share lists and notes and see items get checked off in real time. Manage time and daily tasks with Google Keep.

Prerequisite: Some experience with G Suite.

Illustrator – Getting Started

This class is an introduction to Illustrator. We will get familiar with how the program looks and where the tools are to complete a snowman design. You will learn how to use the Tools panel, work with the options bar, the Zoom tool, Group and Ungroup Items and work in Isolation mode.

Illustrator – Using Shapes

This class is an introduction to Illustrator. We will explore different methods for creating artwork. We will create a document with multiple artboards. Use tools and commands to create a variety of shapes. Work with drawing modes, rounded corners and use image trace.

InDesign 2019 – Getting Started

InDesign is the program to work with for document lay out and print production. Work with text, colors, and graphics to create flyers, brochures, magazines, and books. Since InDesign uses many of the same tools, panels, and onscreen elements as Adobe Photoshop and Illustrator, knowing InDesign makes it easy to become familiar with the other programs in Adobe's Creative Suite. We will look at the basics for getting started with InDesign.

InDesign 2019 – Working with Text

One of the first ways to get started on your InDesign documents is to layout where the text will be placed. In this slice, we will create text frames, work with text and styles, see how to import text from a Word document, and how to link text frames. As an extra topic, we will use the Type on a Path tool which positions text along the path of a drawn object such as a curve, a spiral, or a wavy line. Fun!

InDesign 2019 – Working with Images

Adobe InDesign includes an application called Bridge. Bridge allows you to look for any file on your computer, and import that file into your document. We will place images into our document using Bridge. We will learn about image frames, and how to create custom frames. Using the Pen Tool, we will see how to cut the background away from an image, and use text wrapping to have text wrap around an image shape.

Internet Connection/Router Basics

Is your home internet connection slowing you down? Is your WiFi acting funky? Or maybe you are just looking for ways to improve your speed when using the internet. This class will explore the equipment involved in maintaining your connection to the internet and best practices for setting them up to provide the best possible experience.

Mail Merge in G Suite Using autoCrat

autoCrat is a mail merge tool. It is a free add-on for Google Sheets. In this class we will use autoCrat to create customized letters from a document template in Google Docs and a data source from Google Sheets. These customized letters can then be shared, emailed or printed from your Google account.

Prerequisite: Some experience with Google Docs and Sheets.

Mail Merge Using Microsoft Office

Understanding and using Mail Merge to automate the addition of names and addresses to letters, labels and envelopes for mass mailings. We will learn how to create the main document and properly set up the data source. We will also cover how to sort and filter the data source and work with various data sources including an Excel spreadsheet and Access database.

Prerequisite: Some experience with Word.

MS Publisher – Getting Started

This class introduces the student to Microsoft's print publication program. Publisher is used to create professional looking publications such as newsletters, brochures, business cards, etc. Introductory topics include: creating a publication using a template, making changes, inserting graphics, and using Building Blocks such as advertisements and calendars. Other topics may include: connecting text frames, adding "continued" notes, creating a booklet, adding and deleting pages, inserting page numbers, adding a table of contents, and working with the master pages.

Prerequisite: Some experience with Word.

Outlook – Getting Started

Outlook is a complete personal information and time management program. Topic will include Communicate with email, use email address, create and send emails; understand folders;Receive and reply to emails,Send Attachments, Forward and Organize emails.

Photoshop – Getting Started

This class is an introduction to Photoshop. We will get familiar with how the program looks and where the tools are to complete a birthday card design.You will learn how to use the Tools panel, work with the options bar, the Zoom tool, Layers panel and the Adjustments panel.

Photoshop – Layer Basics

This class is an introduction to Photoshop. We will learn how to isolate different parts of an image on layers. Use layers to organize artwork. Create, view, hide, select and rearrange layers. Apply blending and filters to layers. Add text and apply a gradient to complete a postcard design.

Class Descriptions continued

PowerPoint Introduction
Learn the basics of creating powerful presentations for colleagues and others. This class we will cover creating slides, customizing slides, inserting graphics, creating notes and handouts, giving on-screen presentations, and printing options. Use of the templates and wizards will be discussed. Bring ideas to create your own presentation.
Prerequisite: Some experience with Windows.

PowerPoint – Creating a Presentation
Learn the basics of creating powerful presentations for colleagues and others. This class will cover Define presentation software, Plan an effective presentation, Examine the PowerPoint window, Enter slide text, Add a new slide, Apply a design theme, Compare presentation views, Print a PowerPoint presentation.
Prerequisite: Some experience with Windows.

PowerPoint – Modifying a Presentation
Topics will include: Enter text in Outline view, Format text, Convert text to SmartArt, Insert and modify shapes, Rearrange and merge shapes, Edit and duplicate shapes, Align and group objects, Add slide footers.
Prerequisite: Some experience with PowerPoint.

PowerPoint – Inserting Objects into Presentation
Topics will include: Insert text from Microsoft word, Insert and style a picture, Insert a text box, Insert a chart, Enter and edit chart data, Insert slides from other presentations, Insert a table, Insert and format WordArt.

PowerPoint – Finishing a Presentation
If you currently know how to create a basic PowerPoint presentation and would like to jazz it up, this is the class for you. Designed to take you to the next plateau, the focus of this class is the effective use of animations and transitions to make an impressive presentation. Learn how to Modify masters, Customize the background and theme, Use slide show commands, Use proofing and language tools.
Prerequisite: Some experience with PowerPoint.

PowerPoint Animations & Multimedia
If you currently know how to create a basic PowerPoint presentation and would like to jazz it up, this is the class for you. Designed to take you to the next plateau, the focus of this class is the effective use of animations and transitions, as well as sound and video, to make an impressive presentation. Learn how to save your presentation in a portable format to play your sounds and movies anywhere you go with your presentation.
Prerequisite: Some experience with PowerPoint.

PowerPoint Links and Action Buttons
Learn about action buttons, hyperlinked objects, using the Selection Pane and applying triggered animations. Use these tools to set up a fun Jeopardy-like game, or just keep them handy for any presentation.
Prerequisite: Some experience with PowerPoint.

Windows & File Management
This class covers the basics of file management and Navigating the desktop. Learn how files and folders are organized within your computer. Topics covered will include: where your files go when you save them; file management concepts; how to put files in specific folders; how to create desktop shortcuts; and creating, renaming, searching, moving, deleting and copying files and folders

Word – Creating Documents
Topics will include: Understand word processing, Explore the Word window, Start a document, Save a document, Select text, Format text using the Mini toolbar and Ribbon, Use a document template, Navigate a document.

Word – Editing Documents
Topics will include: Cut and paste text, Copy and paste text, Use the Office clipboard, Find and Replace text, Check spelling and grammar, Research information, Add hyperlinks, Work with document properties.

Word – Formatting Text and Paragraphs
Topics will include: Format with fonts, Use the Format Painter, Change line and paragraph spacing, Align paragraphs, Work with tabs, Work with indents, Add bullets and numbering, Add borders and shading, Insert online pictures.
Prerequisite: Some experience with Word.

Word – Formatting Documents
Topics will include: Set Document margin, Create section and columns, Insert page breaks, Insert page numbers, Add headers and footers, Insert a table, Add footnotes and endnotes, Insert citations, Manage sources and create a bibliography.

Word – Shortcuts, Tips & Tricks
This class is designed for people who currently use Microsoft Word. Microsoft Office has many hidden options, unknown features, and shortcuts. We will show you formatting tips, keyboard shortcuts, and other tricks to customize Word to work the way you want. You will be able to apply many of the same techniques in Excel, PowerPoint, Publisher, and Access. Take this class to learn how to make Microsoft Office more powerful, more productive, and even easier for you to use.
Prerequisite: Some experience with Word.

Word – Graphics
Add interest, color, and excitement to your documents with the use of drawings and graphics in Word! You will learn to add, arrange and format text boxes; insert clip art and pictures; and draw AutoShapes. Other topics include text wrapping, aligning and grouping objects, flipping and rotating, layering, shadows and 3-D, and using WordArt.
Prerequisite: Some experience with Word.

Word Styles
Styles in Word help you to create consistent, well formatted documents. Styles also make it easy to navigate through long documents using the Navigation Pane. We will see how to apply Styles, Style Sets, Themes, and how to modify and create Styles.
Prerequisite: Some experience with Word.

Word Tabs, Indents, Bullets and Numbering
Tabs are used to align text on the page. Pressing the tab key will advance you to the next default tab stop, but there are different kinds of tab stops available, and they can be placed anywhere on the ruler. We will look at the different kinds of tabs and how to use them. We will learn how to use the indent tool to create different kinds of indents. Indents and Tabs are also part of your bulleted and numbered lists. Working with Bullets and Numbering in Word can be tricky. But you will find it easy to control your lists once you learn a few basics! We will address working with sub-lists; how to add lines without numbers/bullets; and how to change the alignment of numbers/bullets using the tab and indent tools.
Prerequisite: Some experience with Word.

Word Tables
Are you confident with word processing but get confused when you have to create or work with tables? If so, then this class is for you. Topics will include creating tables; adjusting table size; adding, deleting, and moving rows and columns; merging and splitting cells; working with borders and shading; sorting; and more. With this new knowledge, you will be able to create schedules, calendars, resumes, and lists with ease.
Prerequisite: Some experience with Word.

Calendar *of*
Events

Registration for all events must be completed
using MyLearningPlan.com (MLP).
Please see page 5 for more information.

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July

7/6
Gmail – The New Basics
Google Charts
Google Docs and Sheets Templates
Google Drive and G Suite Overview
Google Drive Overview of "Shared with me"
and "Shared drives"

7/7
Access – Getting Started with Access
Excel – Getting Started
Excel – Intro to Macros and VBA
Google Forms
Google Forms – Branching into Sections
Google Forms Quizzes
MS Publisher – Getting Started
PowerPoint – Creating a Presentation

7/8
Access – Building and Using Queries
Excel – Working with Charts
Excel – Working with Formulas and
Functions
Excel Made Easy – Basic Skills for Working
with Spreadsheets
Excel Pivot Tables
Outlook – Getting Started
PowerPoint – Modifying a Presentation
Word – Creating Documents

7/9
Access – Advanced Queries
Cognos Analytics Dashboards Basics
Excel – Conditional Formatting
Excel – Formatting a worksheet
Illustrator – Getting Started
Making ADA Accessible Documents
Word – Editing Documents
Word Styles

7/10
Excel – Data Analysis Using Tables
Google Calendar Basics
Google Docs – Focus on Formatting
Mail Merge Using Microsoft Office
Photoshop – Getting Started

7/13
Excel – Lookup
Excel – Working with Lists
Photoshop – Layer Basics
PowerPoint – Inserting Objects into
Presentation
Word – Graphics
Word Forms
Word Tables

7/14
Adobe Acrobat Forms
Adobe Acrobat Pro DC – Editing PDF Basics
G Suite – Collaborating and Using Version
History
Gmail – Beyond the Basics

7/15
Excel – Working with Range Names
Illustrator – Using Shapes
PowerPoint Animations & Multimedia
PowerPoint Introduction
PowerPoint Links and Action Buttons
Windows & File Management
Word – Formatting Documents

7/16
Excel – Intermediate Macros and VBA
Excel – Shortcuts, Tips & Tricks
Gmail Labels and Filters
Google Docs and Sheets
Google Slides
PowerPoint – Finishing a Presentation
Animations & Multimedia
Word – Formatting Text and Paragraphs
Word – Shortcuts, Tips & Tricks

7/17
Google Drawings – Creating Diagrams
Google Search Tips

7/20
MS Publisher – Create Print Publications
Word Tabs, Indents, Bullets & Numbering

7/21
Access – Using Forms
Excel – Formatting a worksheet
Excel – Working with Formulas and
Functions
Excel Functions & Formulas-Dates & Times
Google Docs - Focus on Formatting
Google Drive Overview of "Shared with me"
and "Shared drives"

7/22
Access – Using Reports
Excel – Working with Charts
Illustrator – Getting Started
MS Office Templates
Word Long Documents, Manuals &
Handbooks

7/23
Access – Automating with VBA and Macros
Excel – Intro to Macros and VBA
InDesign 2019 – Getting Started
InDesign 2019 – Working with Images
InDesign 2019 – Working with Text
Outlook – Getting Started
Photoshop – Getting Started

7/24
G Suite - Collaborating and Using Version
History
Gmail – The New Basics
Google Calendar – Using Appointment Slots

7/27
Excel – Data Analysis Using Tables
Excel – Getting Started
Excel Functions & Formulas
Gmail – Beyond the Basics
Google Calendar Basics
Google Keep

7/28
Access – Getting Started with Access
autoCrat – using Form Triggers and
Dynamic Folders
Excel – Working with Lists
Mail Merge in G Suite Using autoCrat
Mail Merge using MS Office
Word – Creating Documents

7/29
Excel – Formatting a worksheet
Excel Comparing Lists
Excel Pivot Tables
Illustrator – Using Shapes
Windows & File Management
Word – Editing Documents

7/30
Access – Building and Using Queries
Excel – Lookup
Excel – Working with Range Names
Excel Conditional Formatting
Word – Formatting Text and Paragraphs
Word – Graphics

7/31
Access – Advanced Queries
Excel – Shortcuts, Tips & Tricks
Word – Formatting Documents
Word – Shortcuts, Tips & Tricks

Calendar *of* Events

August

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

8/3
Access – Using Forms
Cognos Analytics Dashboards Basics
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Making ADA Accessible Documents
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Photoshop – Getting Started
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Access – Using Reports
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Excel – Working with Formulas and Functions
Excel Made Easy -Basic Skills for Working with Spreadsheets
Google Charts
Illustrator – Getting Started
PowerPoint – Modifying a Presentation

8/5
Access – Automating with VBA and Macros
Excel – Comparing Lists
Excel – Intermediate Macros and VBA
Google Docs and Sheets Templates
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Word Tables

8/6
G Suite – Collaborating and Using Version History
Google Calendar – Using Appointment Slots
Google Forms
Google Forms – Branching into Sections
Google Forms Quizzes

8/7
Gmail Labels and Filters
Google Drawings – Creating Diagrams
Google Search Tips

8/10
Chromebook Overview
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Google Docs - Focus on Formatting
Google Docs and Sheets
Google Slides

8/11
Excel – Pivot Tables
Excel – Shortcuts, Tips & Tricks
Illustrator – Using Shapes
PowerPoint – Inserting Objects into Presentation
SchoolTool Opening Day Process
Word – Formatting Text and Paragraphs
Word Forms
Word Tables

8/12
Adobe Acrobat Forms
Adobe Acrobat Pro DC – Editing PDF Basics
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Excel – Working with Lists
Word – Shortcuts, Tips & Tricks

8/13
Excel – Conditional Formatting
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PowerPoint – Finishing a Presentation Animations & Multimedia
PowerPoint Animations & Multimedia
PowerPoint Introduction
PowerPoint Links and Action Buttons
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Word Long Documents, Manuals & Handbooks

8/21
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Google Charts
Google Drive and G Suite Overview

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Gmail Labels and Filters
Google Docs and Sheets

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Google Drawings – Creating Diagrams
Google Forms
Word Forms

8/26
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Excel – Getting Started
Excel – Pivot Tables
Excel – Shortcuts, Tips & Tricks
Excel Functions & Formulas
PowerPoint – Inserting Objects into Presentation
Word Tables

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