

OPAL April - June 2022 Online Classes

All classes are interactive and include 15 minutes of Q&A, except for Tuesday Tips or unless marked (D) for demonstration. Durations vary, so be sure to check the schedule. Start times run 8:30 am to 6:00 pm.		See our website for descriptions	
		See our current catalog in Frontline	
Title	Date	Time	Instructor
Tuesday Tips *OPAL members ONLY*			
(One tip, then open for participant questions)			
Tuesday Tips - Google and Gmail	Apr-5	10:00 - 10:15	Barbara Heiles
Tuesday Tips - Microsoft	Apr-19	10:00 - 10:15	JoAnn Uhl
Tuesday Tips - File Management	Apr-26	10:00 - 10:15	Pascale Martel
Tuesday Tips - Microsoft	May-10	10:00 - 10:15	JoAnn Uhl
Tuesday Tips - Google and Gmail	May-17	10:00 - 10:15	Barbara Heiles
Tuesday Tips - Chrome Browser	May-24	10:00 - 10:15	Pascale Martel
Tuesday Tips - Microsoft	May-31	10:00 - 10:15	JoAnn Uhl
Tuesday Tips - Google and Gmail	Jun-7	10:00 - 10:15	Barbara Heiles
Coffee Break Classes *OPAL members ONLY*			
(Quick, narrow topic demonstrations)			
Coffee Break Class - Convert a bulleted list into SmartArt PowerPoint (D)	Apr-6	11:00 - 11:15	Pascale Martel
Coffee Break Class - Searching in Gmail and Google Drive (D)	Apr-20	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Keyboard & Mouse Shortcuts Windows (D)	Apr-21	12:00 - 12:15	JoAnn Uhl
Coffee Break Class - Creating Columns in Google Docs (D)	Apr-27	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Create an Organizational Chart using SmartArt in Word (D)	Apr-28	10:00 - 10:15	Pascale Martel
Coffee Break Class - Using Starred in Gmail and Google Drive (D)	May-4	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Text Wrap around images in Word (D)	May-9	11:00 - 11:15	Pascale Martel
Coffee Break Class - Moving Files and Folders in Google Drive (D)	May-11	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Keyboard & Mouse Shortcuts Excel (D)	May-11	1:00 - 1:15	JoAnn Uhl
Coffee Break Class - Keyboard & Mouse Shortcuts Word (D)	May-16	12:00 - 12:15	JoAnn Uhl
Coffee Break Class - Using Reminders in Google Calendar (D)	May-18	10:00 - 10:15	Barbara Heiles
Coffee Break Class - Keyboard & Mouse Shortcuts Access (D)	May-25	12:00 - 12:15	JoAnn Uhl
Coffee Break Class - AutoFill vs FlashFill in Excel (D)	Jun-1	10:00 - 10:15	Pascale Martel
Coffee Break Class - Keyboard & Mouse Shortcuts PowerPoint (D)	Jun-2	9:30 - 9:45	JoAnn Uhl
Coffee Break Class - Jump Start Microsoft Publisher (D)	Jun-9	11:00 - 11:15	Pascale Martel
ADA			
Making ADA Accessible Documents	Jun-1	1:00 - 2:45	Pascale Martel
Adobe Products			
Adobe Acrobat Pro DC: Editing PDF Basics	Apr-6	8:30 - 10:15	Pascale Martel
Adobe Acrobat Forms	Jun-2	8:30 - 10:15	Pascale Martel
Illustrator – Getting Started	May-16	10:00 - 11:45	JoAnn Uhl
Illustrator – Getting Started (D)	Jun-9	10:00 - 11:00	JoAnn Uhl
Illustrator – Using Shapes (D)	Apr-20	3:00 - 4:00	JoAnn Uhl
Illustrator – Using Shapes	Jun-1	10:00 - 11:45	JoAnn Uhl
Photoshop – Getting Started (D)	Apr-8	11:30 - 12:30	JoAnn Uhl
Photoshop – Getting Started (D)	May-11	1:30 - 2:30	JoAnn Uhl
Photoshop – Getting Started	Jun-8	10:00 - 11:45	JoAnn Uhl
Photoshop – Layer Basics (D)	May-12	10:00 - 11:00	JoAnn Uhl
Photoshop – Layer Basics	Jun-6	10:00 - 11:45	JoAnn Uhl
InDesign - Getting Started	May-11	10:45 - 12:30	Pascale Martel
InDesign - Working with Text	May-18	10:45 - 12:30	Pascale Martel
InDesign - Working with Images	May-25	10:45 - 12:30	Pascale Martel

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Title	Date	Time	Instructor
Chromebook			
Chromebook Overview	May-31	1:00 - 2:45	Pascale Martel
Database			
Access – Advanced Queries (D)	Apr-28	1:00 - 2:00	JoAnn Uhl
Access – Advanced Queries (D)	May-13	12:30 - 1:30	JoAnn Uhl
Access – Automating with VBA and Macros	Apr-28	2:30 - 4:15	JoAnn Uhl
Access – Automating with VBA and Macros (D)	Jun-7	8:30 - 9:30	JoAnn Uhl
Access – Building and Using Queries (D)	Apr-19	8:30 - 9:30	JoAnn Uhl
Access – Building and Using Queries (D)	May-11	3:00 - 4:00	JoAnn Uhl
Access – Building and Using Queries (D)	Jun-1	2:30 - 3:30	JoAnn Uhl
Access – Getting Started	Apr-8	1:00 - 2:45	JoAnn Uhl
Access – Getting Started (D)	Apr-29	10:00 - 11:00	JoAnn Uhl
Access – Getting Started (D)	Jun-8	1:00 - 2:00	JoAnn Uhl
Access – Using Forms (D)	Apr-26	1:00 - 2:00	JoAnn Uhl
Access – Using Forms	May-20	10:00 - 11:45	JoAnn Uhl
Access – Using Reports (D)	May-17	12:30 - 1:30	JoAnn Uhl
Access – Using Reports	Jun-9	10:45 - 12:30	JoAnn Uhl
Google Drive and G Suite			
Google Calendar – Getting Started	Apr-5	10:45 - 12:30	Barbara Heiles
Google Calendar – Customization	May-17	4:00 - 5:45	Barbara Heiles
Google Calendar – Customization	May-20	1:00 - 2:45	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	Apr-20	4:00 - 5:45	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	May-6	10:00 - 11:45	Barbara Heiles
Google Calendar – Out of Office, Reminders, Tasks	May-27	10:00 - 11:45	Barbara Heiles
Google Drive and G Suite Overview	Apr-6	4:00 - 5:45	Barbara Heiles
Google Drive and G Suite Overview	Apr-8	10:00 - 11:45	Barbara Heiles
G Suite – Collaborating and Using Version History	Apr-26	4:00 - 5:45	Barbara Heiles
G Suite – Collaborating and Using Version History	May-6	1:00 - 2:45	Barbara Heiles
Google Drawings – Creating Diagrams	May-25	4:00 - 5:45	Barbara Heiles
Google Forms – Getting Started	Apr-27	4:00 - 5:45	Barbara Heiles
Google Forms – Getting Started	May-17	10:45 - 12:30	Barbara Heiles
Google Forms – Branching into Sections	Jun-7	10:45 - 12:30	Barbara Heiles
Mail – Google			
Gmail – Customize How You Send and Receive Email	Apr-19	10:45 - 12:30	Barbara Heiles
Gmail – Customize Your Inbox	May-11	4:00 - 5:45	Barbara Heiles
Gmail – Customize Your Inbox	May-24	10:45 - 12:30	Barbara Heiles
Gmail – Labels and Filters	Apr-22	10:00 - 11:45	Barbara Heiles
Mail – Microsoft			
Outlook – Getting Started (D)	Apr-26	8:30 - 9:30	JoAnn Uhl
Outlook – Getting Started (D)	May-13	8:30 - 9:30	JoAnn Uhl
Outlook – Getting Started (D)	May-25	2:30 - 3:30	JoAnn Uhl

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Title	Date	Time	Instructor
Mail Merge – Google			
Mail Merge in G Suite Using autoCrat (D)	May-12	8:30 - 9:30	Pascale Martel
autoCrat – using Form Triggers and Dynamic Folders (D)	May-12	10:00 - 11:00	Pascale Martel
Mail Merge – Microsoft			
Mail Merge Using Microsoft Office (D)	Apr-20	1:30 - 2:30	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	May-17	6:00 - 7:00	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	May-24	12:00 - 1:00	JoAnn Uhl
Operating System			
Windows & File Management (D)	May-24	6:00 - 7:00	JoAnn Uhl
Windows & File Management (D)	Jun-7	1:00 - 2:00	JoAnn Uhl
Presentations – Microsoft			
PowerPoint – Adding Animations and Finishing a Presentation (D)	Apr-29	11:30 - 12:30	JoAnn Uhl
PowerPoint – Adding Animations and Finishing a Presentation (D)	May-10	2:30 - 3:30	JoAnn Uhl
PowerPoint – Adding Animations and Finishing a Presentation	Jun-7	10:00 - 11:45	JoAnn Uhl
PowerPoint – Getting Started	Apr-19	10:45 - 12:30	JoAnn Uhl
PowerPoint – Getting Started (D)	May-12	6:00 - 7:00	JoAnn Uhl
PowerPoint – Getting Started (D)	May-16	8:30 - 9:30	JoAnn Uhl
PowerPoint – Getting Started (D)	Jun-1	8:30 - 9:30	JoAnn Uhl
PowerPoint – Inserting Objects into Presentation (D)	Apr-27	3:00 - 4:00	JoAnn Uhl
PowerPoint – Inserting Objects into Presentation (D)	May-18	1:00 - 2:00	JoAnn Uhl
PowerPoint – Inserting Objects into Presentation	May-24	10:00 - 11:45	JoAnn Uhl
PowerPoint – Modifying a Presentation (D)	Apr-21	2:30 - 3:30	JoAnn Uhl
PowerPoint – Modifying a Presentation (D)	May-9	3:00 - 4:00	JoAnn Uhl
PowerPoint – Modifying a Presentation (D)	May-20	12:30 - 1:30	JoAnn Uhl
PowerPoint – Links and Action Buttons (D)	Jun-9	8:30 - 9:30	Pascale Martel
Presentations – Google			
Google Slides	Apr-7	2:00 - 3:45	Pascale Martel
Publications			
MS Publisher – Getting Started (D)	Apr-19	2:30 - 3:30	JoAnn Uhl
MS Publisher – Getting Started (D)	May-20	8:30 - 9:30	JoAnn Uhl
MS Publisher – Getting Started (D)	Jun-2	10:00 - 11:00	JoAnn Uhl
Specialty			
Specialty Projects Workshop (2 hrs) *OPAL members ONLY*	Apr TBD	TBD	TBD
Specialty Projects Workshop (2 hrs) *OPAL members ONLY*	May TBD	TBD	TBD
Specialty Projects Workshop (2 hrs) *OPAL members ONLY*	Jun TBD	TBD	TBD

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Title	Date	Time	Instructor
Spreadsheet – Google			
Google Sheets – Getting Started	Apr-5	4:00 - 5:45	Barbara Heiles
Google Sheets – Getting Started	Apr-26	10:45 - 12:30	Barbara Heiles
Google Sheets – Conditional Formatting	Apr-1	10:00 - 11:45	Barbara Heiles
Google Sheets – Conditional Formatting	May-20	10:00 - 11:45	Barbara Heiles
Google Sheets – Conditional Formatting	Jun-8	4:00 - 5:45	Barbara Heiles
Google Charts	May-18	4:00 - 5:45	Barbara Heiles
Google Charts	May-27	1:00 - 2:45	Barbara Heiles
Google Sheets – Restricting Parts of a Sheet	May-13	10:00 - 11:45	Barbara Heiles
Google Sheets – Restricting Parts of a Sheet	May-24	4:00 - 5:45	Barbara Heiles
Google Sheets - Sort & Filter	Apr-19	8:30 - 10:15	Pascale Martel
Spreadsheet – Microsoft			
Excel – Comparing Lists (D)	May-10	1:00 - 2:00	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Apr-26	2:30 - 3:30	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	May-9	1:30 - 2:30	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Jun-6	2:30 - 3:30	JoAnn Uhl
Excel – Formatting a worksheet	Apr-28	10:00 - 11:45	JoAnn Uhl
Excel – Formatting a worksheet (D)	May-12	1:00 - 2:00	JoAnn Uhl
Excel – Formatting a worksheet (D)	Jun-6	1:00 - 2:00	JoAnn Uhl
Excel – Getting Started (D)	Apr-29	8:30 - 9:30	JoAnn Uhl
Excel – Getting Started (D)	May-9	6:00 - 7:00	JoAnn Uhl
Excel – Getting Started	May-17	10:00 - 11:45	JoAnn Uhl
Excel – Getting Started (D)	May-25	1:00 - 2:00	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	Apr-22	11:30 - 12:30	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	May-17	8:30 - 9:30	JoAnn Uhl
Excel – Intermediate Macros and VBA (D)	May-10	8:30 - 9:30	JoAnn Uhl
Excel – Intermediate Macros and VBA	May-25	10:00 - 11:45	JoAnn Uhl
Excel – Lookup Functions (D)	Apr-19	6:00 - 7:00	JoAnn Uhl
Excel – Lookup Functions (D)	May-12	8:30 - 9:30	JoAnn Uhl
Excel – Pivot Tables (D)	Apr-8	8:30 - 9:30	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Apr-21	6:00 - 7:00	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Apr-26	10:30 - 11:30	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	May-18	2:30 - 3:30	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Jun-8	8:30 - 9:30	JoAnn Uhl
Excel – Working with Charts	Apr-21	10:00 - 11:45	JoAnn Uhl
Excel – Working with Charts (D)	May-17	2:30 - 3:30	JoAnn Uhl
Excel – Working with Charts (D)	Jun-1	1:00 - 2:00	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Apr-22	10:00 - 11:00	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Apr-28	6:00 - 7:00	JoAnn Uhl
Excel – Working with Formulas and Functions	May-13	10:00 - 11:45	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Jun-2	11:30 - 12:30	JoAnn Uhl
Excel – Working with Range Names (D)	May-16	2:30 - 3:30	JoAnn Uhl
Excel – Working with Range Names (D)	Jun-7	2:30 - 3:30	JoAnn Uhl
Excel Made Easy - Make spreadsheets work for you	Apr-5	8:30 - 10:15	Pascale Martel
Excel – Pivot Tables	May-19	8:30 - 10:15	Pascale Martel
Excel – Getting Started with PowerPivot	May-19	10:45 - 12:30	Pascale Martel

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Title	Date	Time	Instructor
Templates			
Google Docs and Sheets Templates	May-26	8:30 - 10:15	Pascale Martel
MS Office Templates	May-26	10:45 - 12:30	Pascale Martel
Word Processing – Microsoft			
Word – Editing Documents (D)	Apr-27	1:30 - 2:30	JoAnn Uhl
Word – Editing Documents	May-18	10:00 - 11:45	JoAnn Uhl
Word – Formatting Documents (D)	Apr-28	8:30 - 9:30	JoAnn Uhl
Word – Formatting Documents	May-12	2:30 - 4:15	JoAnn Uhl
Word – Formatting Documents (D)	May-18	8:30 - 9:30	JoAnn Uhl
Word – Formatting Text, Paragraphs and Lists (D)	Apr-8	10:00 - 11:00	JoAnn Uhl
Word – Formatting Text, Paragraphs and Lists	May-10	10:45 - 12:30	JoAnn Uhl
Word – Formatting Text, Paragraphs and Lists (D)	May-25	8:30 - 9:30	JoAnn Uhl
Word – Getting Started (D)	Apr-21	1:00 - 2:00	JoAnn Uhl
Word – Getting Started (D)	Apr-26	6:00 - 7:00	JoAnn Uhl
Word – Getting Started (D)	May-16	1:00 - 2:00	JoAnn Uhl
Word – Getting Started	May-24	1:30 - 3:15	JoAnn Uhl
Word – Graphics (D)	Apr-21	8:30 - 9:30	JoAnn Uhl
Word – Graphics (D)	May-19	6:00 - 7:00	JoAnn Uhl
Word – Graphics (D)	Jun-6	8:30 - 9:30	JoAnn Uhl
Word – Shortcuts, Tips & Tricks (D)	Apr-22	8:30 - 9:30	JoAnn Uhl
Word – Shortcuts, Tips & Tricks (D)	May-24	8:30 - 9:30	JoAnn Uhl
Word – Shortcuts, Tips & Tricks (D)	Jun-9	8:30 - 9:30	JoAnn Uhl
Word – Forms	Apr-21	8:30 - 10:15	Pascale Martel
Word – Styles	Jun-7	10:45 - 12:30	Pascale Martel
Word – Tables	Apr-20	10:45 - 12:30	Pascale Martel
Word Long Documents, Manuals & Handbooks	Jun-8	1:00 - 2:45	Pascale Martel
Word Processing – Google			
Google Docs – Getting Started	Apr-19	4:00 - 5:45	Barbara Heiles
Google Docs – Getting Started	Apr-22	1:00 - 2:45	Barbara Heiles
Google Docs – Formatting Documents	Apr-1	1:00 - 2:45	Barbara Heiles
Google Docs – Formatting Documents	May-4	4:00 - 5:45	Barbara Heiles
Google Docs – Formatting Documents	May-10	10:45 - 12:30	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	May-13	1:00 - 2:45	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	Jun-7	4:00 - 5:45	Barbara Heiles