

OPAL January 17 - February 28 2022 Online Classes

All classes are interactive and include 15 minutes of Q&A, unless marked (D) for demonstration.
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
Adobe Products			
Adobe Acrobat Forms	Feb-1	8:30 - 10:15	Pascale Martel
Illustrator – Getting Started (D)	Feb-22	8:30 - 9:30	JoAnn Uhl
Illustrator – Using Shapes (D)	Jan-31	1:30 - 2:30	JoAnn Uhl
Photoshop – Getting Started (D)	Jan-19	2:30 - 3:30	JoAnn Uhl
Photoshop – Getting Started (D)	Feb-4	10:00 - 11:00	JoAnn Uhl
Photoshop – Layer Basics (D)	Feb-15	1:00 - 2:00	JoAnn Uhl
Chromebook			
Chromebook Overview	Jan-25	3:30 - 5:15	Pascale Martel
Database			
Access – Getting Started (D)	Jan-24	1:30 - 2:30	JoAnn Uhl
Access – Getting Started (D)	Feb-7	6:00 - 7:00	JoAnn Uhl
Access – Building and Using Queries (D)	Jan-28	1:00 - 2:00	JoAnn Uhl
Access – Building and Using Queries (D)	Feb-3	2:30 - 3:30	JoAnn Uhl
Access – Advanced Queries (D)	Jan-20	1:00 - 2:00	JoAnn Uhl
Access – Advanced Queries (D)	Feb-7	1:30 - 2:30	JoAnn Uhl
Access – Using Forms (D)	Jan-25	10:00 - 11:00	JoAnn Uhl
Access – Using Reports (D)	Feb-22	1:00 - 2:00	JoAnn Uhl
Access – Automating with VBA and Macros (D)	Jan-26	3:00 - 4:00	JoAnn Uhl
Google Drive and G Suite			
Google Calendar – Viewing and Sharing Calendars	Feb-1	10:45 - 12:30	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	Feb-8	4:00 - 5:45	Barbara Heiles
Google Drive and G Suite Overview	Jan-18	10:45 - 12:30	Pascale Martel
Google Drive and G Suite Overview	Jan-19	4:00 - 5:45	Barbara Heiles
Google Drive – “Shared with me” and “Shared drives”	Jan-21	1:00 - 2:45	Barbara Heiles
Google Drive – “Shared with me” and “Shared drives”	Jan-26	4:00 - 5:45	Barbara Heiles
Google Drive – “Shared with me” and “Shared drives”	Feb-3	3:30 - 5:15	Pascale Martel
G Suite – Collaborating and Using Version History	Feb-4	10:00 - 11:45	Barbara Heiles
G Suite – Collaborating and Using Version History	Feb-15	4:00 - 5:45	Barbara Heiles
Google Forms – Getting Started	Feb-15	10:45 - 12:30	Barbara Heiles
Google Forms – Getting Started	Feb-16	4:00 - 5:45	Barbara Heiles
Google Forms – Quizzes	Feb-18	10:00 - 11:45	Barbara Heiles
Mail – Google			
Gmail – Customize How You Send and Receive Email	Jan-21	10:00 - 11:45	Barbara Heiles
Gmail – Customize How You Send and Receive Email	Jan-25	4:00 - 5:45	Barbara Heiles
Gmail – Customize Your Inbox	Feb-23	4:00 - 5:45	Barbara Heiles
Gmail – Labels and Filters	Jan-28	1:00 - 2:45	Barbara Heiles
Gmail – Labels and Filters	Feb-9	4:00 - 5:45	Barbara Heiles
Mail – Microsoft			
Outlook – Getting Started (D)	Jan-25	1:00 - 2:00	JoAnn Uhl
Outlook – Getting Started (D)	Feb-7	3:00 - 4:00	JoAnn Uhl

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Mail Merge – Google			
Mail Merge in G Suite Using autoCrat	Feb-23	10:45 - 12:30	Pascale Martel
autoCrat – using Form Triggers and Dynamic Folders	Feb-24	10:45 - 12:30	Pascale Martel
Mail Merge – Microsoft			
Mail Merge Using Microsoft Office (D)	Jan-28	8:30 - 9:30	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	Feb-10	6:00 - 7:00	JoAnn Uhl
Operating System			
Windows & File Management (D)	Feb-24	6:00 - 7:00	JoAnn Uhl
Presentations – Microsoft			
PowerPoint – Getting Started (D)	Jan-31	6:00 - 7:00	JoAnn Uhl
PowerPoint – Getting Started (D)	Feb-16	3:00 - 4:00	JoAnn Uhl
PowerPoint – Modifying a Presentation (D)	Jan-18	8:30 - 9:30	JoAnn Uhl
PowerPoint – Modifying a Presentation (D)	Feb-2	4:00 - 5:00	JoAnn Uhl
PowerPoint – Inserting Objects into Presentation (D)	Jan-27	10:00 - 11:00	JoAnn Uhl
PowerPoint – Inserting Objects into Presentation (D)	Feb-1	2:30 - 3:30	JoAnn Uhl
PowerPoint – Adding Animations and Finishing a Presentation (D) - TIME CHANGE	Jan-31	3:00 - 4:00	JoAnn Uhl
PowerPoint – Adding Animations and Finishing a Presentation (D)	Feb-9	1:30 - 2:30	JoAnn Uhl
PowerPoint – Links and Action Buttons (D)	Jan-27	8:30 - 9:30	Pascale Martel
Presentations – Google			
Google Slides - DATE/ TIME CHANGE	Jan-18	2:00 - 3:45	Pascale Martel
Publications			
MS Publisher – Getting Started (D)	Jan-28	10:00 - 11:00	JoAnn Uhl
MS Publisher – Getting Started (D)	Feb-10	8:30 - 9:30	JoAnn Uhl
Specialty			
Google Search Tips	Jan-18	10:45 - 12:00	Barbara Heiles
Google Search Tips	Jan-18	4:00 - 5:15	Barbara Heiles
Google Search Tips	Feb-11	1:00 - 2:15	Barbara Heiles
Specialty Projects Workshop (2 hrs)	Jan TBD	TBD	TBD
Specialty Projects Workshop (2 hrs)	Feb TBD	TBD	TBD
Spreadsheet – Google			
Google Sheets – Getting Started	Jan-28	10:00 - 11:45	Barbara Heiles
Google Sheets – Getting Started	Feb-1	4:00 - 5:45	Barbara Heiles
Google Sheets – Conditional Formatting	Feb-18	1:00 - 2:45	Barbara Heiles
Google Sheets – Restricting Parts of a Sheet	Feb-8	10:45 - 12:30	Barbara Heiles
Google Sheets - Sort & Filter *NEW*	Jan-26	1:00 - 2:45	Pascale Martel

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Spreadsheet – Microsoft			
Excel – Getting Started (D)	Feb-1	8:30 - 9:30	JoAnn Uhl
Excel – Getting Started	Feb-24	10:45 - 12:30	JoAnn Uhl
Excel – Formatting a worksheet (D)	Jan-26	1:30 - 2:30	JoAnn Uhl
Excel – Formatting a worksheet (D)	Feb-11	1:00 - 2:00	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Jan-19	10:00 - 11:00	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Feb-3	6:00 - 7:00	JoAnn Uhl
Excel – Working with Formulas and Functions	Feb-23	1:30 - 3:15	JoAnn Uhl
Excel - Conditional Formatting	Feb-17	1:00 - 2:45	Pascale Martel
Excel - Automating Spreadsheets	Feb-16	3:30 - 5:15	Pascale Martel
Excel – Shortcuts, Tips & Tricks (D)	Jan-21	10:00 - 11:00	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Jan-27	6:00 - 7:00	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Feb-4	1:00 - 2:00	JoAnn Uhl
Excel – Working with Charts (D)	Feb-11	10:00 - 11:00	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Jan-21	1:00 - 2:00	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Feb-8	8:30 - 9:30	JoAnn Uhl
Excel – Lookup Functions (D)	Feb-9	3:00 - 4:00	JoAnn Uhl
Excel – Pivot Tables	Feb-3	10:45 - 12:30	Pascale Martel
Excel – Getting Started with PowerPivot	Feb-10	10:45 - 12:30	Pascale Martel
Excel – Comparing Lists (D)	Feb-3	8:30 - 9:30	JoAnn Uhl
Excel – Comparing Lists	Feb-15	8:30 - 10:15	Pascale Martel
Excel – Working with Range Names (D)	Feb-17	10:00 - 11:00	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	Jan-19	8:30 - 9:30	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	Feb-28	1:30 - 2:30	JoAnn Uhl
Excel – Intermediate Macros and VBA (D)	Feb-8	1:00 - 2:00	JoAnn Uhl
Templates			
Google Docs and Sheets Templates	Feb-8	10:45 - 12:30	Pascale Martel
MS Office Templates	Feb-9	10:45 - 12:30	Pascale Martel
Word Processing – Microsoft			
Word – Getting Started (D)	Jan-18	1:00 - 2:00	JoAnn Uhl
Word – Getting Started (D)	Jan-24	6:00 - 7:00	JoAnn Uhl
Word – Getting Started (D) - TIME CHANGE	Feb-15	2:30 - 3:30	JoAnn Uhl
Word – Editing Documents (D)	Jan-27	2:30 - 3:30	JoAnn Uhl
Word – Editing Documents (D)	Feb-28	3:00 - 4:00	JoAnn Uhl
Word – Forms	Feb-2	10:45 - 12:30	Pascale Martel
Word – Formatting Documents (D) - DATE CHANGE	Jan-25	3:00 - 4:00	JoAnn Uhl
Word – Formatting Documents (D)	Feb-16	1:30 - 2:30	JoAnn Uhl
Word – Shortcuts, Tips & Tricks (D)	Jan-20	8:30 - 9:30	JoAnn Uhl
Word – Formatting Text, Paragraphs and Lists	Feb-2	1:30 - 3:15	JoAnn Uhl
Word – Graphics (D)	Feb-15	6:00 - 7:00	JoAnn Uhl
Word – Tables	Jan-20	10:45 - 12:30	Pascale Martel
Word Processing – Google			
Google Docs – Getting Started	Jan-25	10:45 - 12:30	Barbara Heiles
Google Docs – Getting Started	Feb-2	4:00 - 5:45	Barbara Heiles
Google Docs – Formatting Documents	Feb-4	1:00 - 2:45	Barbara Heiles
Google Docs – Formatting Documents	Feb-22	4:00 - 5:45	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	Feb-11	10:00 - 11:45	Barbara Heiles