

OPAL July - September 2021 Online Classes		See our website for descriptions	
Title	Date	Time	Instructor
ADA			
Making ADA Accessible Documents	July 7	8:30 - 10:15	Pascale Martel
Making ADA Accessible Documents	Aug 11	10:45 - 12:30	Pascale Martel
Adobe Products			
Adobe Acrobat Pro DC: Editing PDF Basics	July 15	8:30 - 10:15	Pascale Martel
Adobe Acrobat Pro DC: Editing PDF Basics	Aug 5	10:45 - 12:30	Pascale Martel
Adobe Acrobat Forms	July 21	10:45 - 12:30	Pascale Martel
Adobe Acrobat Forms	Aug 9	1:00 - 2:45	Pascale Martel
Illustrator - Getting Started (D)	July 7	10:00 - 11:00	JoAnn Uhl
Illustrator - Getting Started (D)	Sept 22	12:00 - 1:00	JoAnn Uhl
Illustrator - Using Shapes (D)	August 13	9:30 - 10:30	JoAnn Uhl
Photoshop - Getting Started (D)	July 12	1:00 - 2:00	JoAnn Uhl
Photoshop - Getting Started (D)	Sept 20	2:30 - 3:30	JoAnn Uhl
Photoshop - Layer Basics (D)	Aug 3	2:30 - 3:30	JoAnn Uhl
Chromebook			
Chromebook Overview (D)	July 8	10:00 - 11:00	Pascale Martel
Chromebook Overview (D)	Aug 19	10:00 - 11:00	Pascale Martel
Database			
Access – Getting Started (D)	July 7	2:30 - 3:30	JoAnn Uhl
Access – Building and Using Queries (D)	July 19	9:30 - 10:30	JoAnn Uhl
Access – Building and Using Queries (D)	Sept 23	1:00 - 2:00	JoAnn Uhl
Access – Advanced Queries (D)	Aug 12	3:00 - 4:00	JoAnn Uhl
Access – Using Forms (D)	Aug 3	2:30 - 3:30	JoAnn Uhl
Access – Using Reports (D)	Aug 16	10:00-11:00	JoAnn Uhl
Access – Automating with VBA and Macros (D)	Sept 29	3:00 - 4:00	JoAnn Uhl
Google Drive and G Suite			
Google Calendar – Getting Started (D)	July 30	9:30 - 10:30	JoAnn Uhl
Google Calendar – Getting Started (D)	Sept 24	10:00 - 11:00	JoAnn Uhl
Google Drive and G Suite Overview	July 14	10:45 - 12:30	Pascale Martel
Google Drive and G Suite Overview	Aug 10	8:30 - 10:45	Pascale Martel

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Title	Date	Time	Instructor
Google Drive – “Shared with me” and “Shared drives”	July 22	8:30 - 10:45	Pascale Martel
Google Drive – “Shared with me” and “Shared drives”	Aug 18	10:45 - 12:30	Pascale Martel
Google Forms – Getting Started	July 28	8:30 - 10:45	Pascale Martel
Google Forms – Getting Started	Aug 23	1:00 - 2:45	Pascale Martel
Google Forms – Branching into Sections	July 29	8:30 - 10:45	Pascale Martel
Google Forms – Branching into Sections	Aug 24	1:00 - 2:45	Pascale Martel
Google Forms - Quizzes	Aug 3	8:30 - 10:45	Pascale Martel
Google Forms - Quizzes (D)	Sept 23	3:00 - 4:00	Pascale Martel
Mail - Microsoft			
Outlook - Getting Started (D)	July 26	10:00-11:00	JoAnn Uhl
Mail - Google			
Gmail – Getting Started (D)	Aug 4	2:30 - 3:30	JoAnn Uhl
Gmail – Getting Started (D)	Aug 23	2:30 - 3:30	JoAnn Uhl
Mail Merge			
Mail Merge Using Microsoft Office (D)	Aug 10	10:00-11:00	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	Sept 29	12:00 -1:00	JoAnn Uhl
Operating System			
Windows & File Management (D)	July 8	10:00-11:00	JoAnn Uhl
Presentations - Microsoft			
PowerPoint - Getting Started (D)	July 8	3:00 - 4:00	JoAnn Uhl
PowerPoint - Getting Started (D)	Aug 9	10:00-11:00	JoAnn Uhl
PowerPoint - Getting Started (D)	Sept 21	8:30 - 9:30	JoAnn Uhl
PowerPoint - Modifying a Presentation (D)	July 21	10:00-11:00	JoAnn Uhl
PowerPoint - Modifying a Presentation (D)	Sept 22	3:00 - 4:00	JoAnn Uhl
PowerPoint - Inserting Objects into Presentation (D)	Aug 5	8:30 - 9:30	JoAnn Uhl
PowerPoint - Inserting Objects into Presentation (D)	Sept 27	2:30 - 3:30	JoAnn Uhl
PowerPoint - Adding Animations and Finishing a Presentation (D)	Aug 17	3:00 - 4:00	JoAnn Uhl
PowerPoint - Adding Animations and Finishing a Presentation (D)	Sept 30	10:00-11:00	JoAnn Uhl
PowerPoint - Links and Action Buttons (D)	July 12	1:00 - 2:00	Pascale Martel
PowerPoint - Links and Action Buttons (D)	Aug 12	10:00 - 11:00	Pascale Martel

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Title	Date	Time	Instructor
Presentations - Google			
Google Slides	Aug 16	1:00 - 2:45	Pascale Martel
Publications			
MS Publisher – Getting Started (D)	Sept 21	11:30 - 12:30	Pascale Martel
Specialty			
Specialty Projects Workshop (2 hrs)	July TBD	TBD	TBD
Specialty Projects Workshop (2 hrs)	August TBD	TBD	TBD
Specialty Projects Workshop (2 hrs)	September TBD	TBD	TBD
Spreadsheet - Microsoft			
Excel – Getting Started (D)	July 9	9:30 - 10:30	JoAnn Uhl
Excel – Getting Started (D)	Aug 26	10:00-11:00	JoAnn Uhl
Excel – Getting Started (D)	Sept 20	4:00 - 5:00	JoAnn Uhl
Excel – Formatting a worksheet (D)	Aug 17	8:30 - 9:30	JoAnn Uhl
Excel Made Easy - Make spreadsheets work for you	July 19	1:00 - 2:45	Pascale Martel
Excel Made Easy - Make spreadsheets work for you	Aug 4	8:30 - 10:45	Pascale Martel
Excel – Formatting a worksheet (D)	July 26	3:00 - 4:00	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	July 14	9:30- 10:30	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Aug 16	3:00 - 4:00	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Sept 27	1:00 - 2:00	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	July 22	2:30 - 3:30	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Aug 19	8:30 - 9:30	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Sept 22	1:30 -2:30	JoAnn Uhl
Excel – Working with Charts (D)	Aug 4	10:00-11:00	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Aug 10	1:00 - 2:00	JoAnn Uhl
Excel – Lookup Functions (D)	July 16	9:30- 10:30	JoAnn Uhl
Excel – Pivot Tables (D)	July 29	3:00 - 4:00	JoAnn Uhl
Excel - Comparing Lists (D)	July 28	8:30 - 9:30	JoAnn Uhl
Excel – Working with Range Names (D)	Aug 2	10:00-11:00	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	Aug 11	2:30 - 3:30	JoAnn Uhl
Excel – Intermediate Macros and VBA (D)	Aug 25	2:00 - 3:00	JoAnn Uhl

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Spreadsheet - Google			
Google Sheets – Getting Started (D)	July 27	8:30 - 9:30	JoAnn Uhl
Google Sheets – Getting Started (D)	Aug 11	10:00-11:00	JoAnn Uhl
Google Sheets – Getting Started (D)	Sep 28	1:00 - 2:00	JoAnn Uhl
Google Sheets – Conditional Formatting	Aug 26	10:45 - 12:30	Pascale Martel
Templates			
Google Docs and Sheets Templates	July 26	10:45 - 12:30	Pascale Martel
MS Office Templates	July 27	8:30 - 10:15	Pascale Martel
Word Processing - Microsoft			
Word - Getting Started (D)	July 15	9:30- 10:30	JoAnn Uhl
Word - Getting Started (D)	Aug18	3:00 - 4:00	JoAnn Uhl
Word - Editing Documents (D)	July 29	10:00-11:00	JoAnn Uhl
Word - Editing Documents (D)	Aug 23	1:00 - 2:00	JoAnn Uhl
Word - Formatting Documents (D)	Aug 12	10:00-11:00	JoAnn Uhl
Word - Formatting Documents (D)	July 23	10:00-11:00	JoAnn Uhl
Word - Shortcuts, Tips & Tricks (D)	Aug 24	10:00-11:00	JoAnn Uhl
Word - Formatting Text, Paragraphs and Lists (D)	Aug 3	8:30 - 9:30	JoAnn Uhl
Word Long Documents, Manuals & Handbooks (D)	Sept 29	11:30 - 12:30	Pascale Martel
Word - Graphics (D)	Sept 20	1:00 - 2:00	JoAnn Uhl
Word - Styles	Sept 27	11:30 - 12:30	Pascale Martel
Word Forms (D)	Sept 28	11:30 - 12:30	Pascale Martel
Word Tables (D)	Sept 22	11:30 - 12:30	Pascale Martel
Word Processing - Google			
Google Docs – Getting Started (D)	Jul 22	8:30 - 9:30	JoAnn Uhl
Google Docs – Getting Started (D)	Aug 5	2:30 - 3:30	JoAnn Uhl
Google Docs – Getting Started (D)	Sept 29	1:30 -2:30	JoAnn Uhl
Google Docs – Formatting Documents	Aug 25	10:45 - 11:45	Pascale Martel