

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	
Title	Date	Time	Instructor
ADA			
Making ADA Accessible Documents	Oct 14	8:30 - 10:15	Pascale Martel
Making ADA Accessible Documents	Oct 26	3:00 - 4:45	Pascale Martel
Adobe Products			
Adobe Acrobat Pro DC: Editing PDF Basics	Oct 19	10:45 - 12:30	Pascale Martel
Adobe Acrobat Pro DC: Editing PDF Basics	Oct 19	3:30 - 5:15	Pascale Martel
Adobe Acrobat Pro DC: Editing PDF Basics	Dec 9	8:30 - 10:15	Pascale Martel
Adobe Acrobat Forms	Nov 17	10:45 - 12:30	Pascale Martel
Adobe Acrobat Forms	Nov 17	3:30 - 5:15	Pascale Martel
Illustrator - Getting Started (D)	Oct 13	8:30 - 9:30	JoAnn Uhl
Illustrator - Getting Started (D)	Dec 15	10:00 - 11:00	JoAnn Uhl
Illustrator - Using Shapes (D)	Oct 27	1:00 - 2:00	JoAnn Uhl
Illustrator - Using Shapes (D)	Dec 1	3:00 - 4:00	JoAnn Uhl
Photoshop - Getting Started (D)	Oct 18	2:30 - 3:30	JoAnn Uhl
Photoshop - Getting Started (D)	Nov 4	10:00 - 11:00	JoAnn Uhl
Photoshop - Getting Started (D)	Dec 9	6:00 - 7:00	JoAnn Uhl
Photoshop - Layer Basics (D)	Oct 20	1:00 - 2:00	JoAnn Uhl
Photoshop - Layer Basics (D)	Dec 17	10:00 - 11:00	JoAnn Uhl
Chromebook			
Chromebook Overview	Oct 7	8:30 - 10:15	Pascale Martel
Chromebook Overview	Nov 3	3:00 - 4:45	Pascale Martel
Database			
Access – Getting Started (D)	Oct 25	10:00 - 11:00	JoAnn Uhl
Access – Getting Started (D)	Nov 8	6:00 - 7:00	JoAnn Uhl
Access – Getting Started (D)	Dec 16	1:00 - 2:00	JoAnn Uhl
Access – Building and Using Queries (D)	Oct 6	1:00 - 2:00	JoAnn Uhl
Access – Building and Using Queries (D)	Nov 4	2:30 - 3:30	JoAnn Uhl
Access – Building and Using Queries (D)	Dec 14	6:00 - 7:00	JoAnn Uhl
Access – Advanced Queries (D)	Oct 21	1:00 - 2:00	JoAnn Uhl
Access – Advanced Queries (D)	Nov 8	10:00 - 11:00	JoAnn Uhl
Access – Using Forms (D)	Oct 26	10:00 - 11:00	JoAnn Uhl
Access – Using Forms (D)	Nov 30	1:00 - 2:00	JoAnn Uhl
Access – Using Reports (D)	Oct 15	1:00 - 2:00	JoAnn Uhl
Access – Using Reports (D)	Dec 7	10:00 - 11:00	JoAnn Uhl
Access – Automating with VBA and Macros (D)	Oct 27	3:00 - 4:00	JoAnn Uhl

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Title	Date	Time	Instructor
Google Drive and G Suite			
Google Calendar – Getting Started	Oct 5	4:00 - 5:45	Barbara Heiles
Google Calendar – Getting Started	Oct 7	10:45 - 12:30	Barbara Heiles
Google Calendar – Customization	Nov 5	1:00 - 2:45	Barbara Heiles
Google Calendar – Customization	Nov 30	4:00 - 5:45	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	Oct 22	10:45 - 12:30	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	Nov 2	4:00 - 5:45	Barbara Heiles
Google Calendar – Out of Office, Reminders, Tasks	Nov 12	10:45 - 12:30	Barbara Heiles
Google Calendar – Out of Office, Reminders, Tasks	Dec 2	4:00 - 5:45	Barbara Heiles
Google Calendar – Using Appointment Slots	Dec 3	1:00 - 2:45	Barbara Heiles
Google Drive and G Suite Overview	Oct 6	3:30 - 5:15	Pascale Martel
Google Drive and G Suite Overview	Oct 8	10:45 - 12:30	Barbara Heiles
Google Drive – “Shared with me” and “Shared drives”	Oct 13	10:45 - 12:30	Pascale Martel
Google Drive – “Shared with me” and “Shared drives”	Oct 26	4:00 - 5:45	Barbara Heiles
G Suite – Collaborating and Using Version History	Oct 22	1:00 - 2:45	Barbara Heiles
G Suite – Collaborating and Using Version History	Nov 4	4:00 - 5:45	Barbara Heiles
Google Drawings – Creating Diagrams	Nov 16	10:45 - 12:30	Barbara Heiles
Google Drawings – Creating Diagrams	Dec 9	4:00 - 5:45	Barbara Heiles
Google Forms – Getting Started	Nov 5	10:45 - 12:30	Barbara Heiles
Google Forms – Getting Started	Nov 16	4:00 - 5:45	Barbara Heiles
Google Forms – Quizzes	Nov 18	4:00 - 5:45	Barbara Heiles
Google Forms – Branching into Sections	Nov 19	1:00 - 2:45	Barbara Heiles
Mail - Microsoft			
Outlook - Getting Started (D)	Oct 6	8:30 - 9:30	JoAnn Uhl
Outlook - Getting Started (D)	Oct 28	6:00 - 7:00	JoAnn Uhl
Outlook - Getting Started (D)	Nov 8	2:30 -3:30	JoAnn Uhl
Outlook - Getting Started (D)	Dec 16	10:00 - 11:00	JoAnn Uhl
Mail - Google			
Gmail – Getting Started	Oct 5	10:45 - 12:30	Barbara Heiles
Gmail – Getting Started	Oct 13	4:00 - 5:45	Barbara Heiles
Gmail – Customize How You Send and Receive Email	Oct 14	10:45 - 12:30	Barbara Heiles
Gmail – Customize How You Send and Receive Email	Oct 19	4:00 - 5:45	Barbara Heiles
Gmail – Customize Your Inbox	Nov 9	10:45 - 12:30	Barbara Heiles
Gmail – Labels and Filters	Oct 19	10:45 - 12:30	Barbara Heiles
Gmail – Labels and Filters	Oct 28	4:00 - 5:45	Barbara Heiles

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Title	Date	Time	Instructor
Mail Merge			
Mail Merge in G Suite Using autoCrat	Dec 14	10:45 - 12:30	Pascale Martel
autoCrat – using Form Triggers and Dynamic Folders	Dec 15	10:45 - 12:30	Pascale Martel
Mail Merge Using Microsoft Office (D)	Oct 5	1:00 - 2:00	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	Nov 10	10:00 - 11:00	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	Dec 9	3:00 - 4:00	JoAnn Uhl
Operating System			
Windows & File Management	Oct 5	8:30 - 10:15	Pascale Martel
Windows & File Management (D)	Nov 9	6:00 - 7:00	JoAnn Uhl
Windows & File Management (D)	Dec 8	1:00 - 2:00	JoAnn Uhl
Presentations - Microsoft			
PowerPoint - Getting Started	Oct 7	10:45 - 12:30	JoAnn Uhl
PowerPoint - Getting Started (D)	Oct 19	6:00 - 7:00	JoAnn Uhl
PowerPoint - Getting Started (D)	Nov 1	3:00 - 4:00	JoAnn Uhl
PowerPoint - Getting Started (D)	Dec 1	1:00 - 2:00	JoAnn Uhl
PowerPoint - Modifying a Presentation (D)	Oct 13	10:00 - 11:00	JoAnn Uhl
PowerPoint - Modifying a Presentation (D)	Nov 3	1:00 - 2:00	JoAnn Uhl
PowerPoint - Modifying a Presentation (D)	Dec 2	2:30 - 3:30	JoAnn Uhl
PowerPoint - Inserting Objects into Presentation (D)	Oct 19	8:30 - 9:30	JoAnn Uhl
PowerPoint - Inserting Objects into Presentation (D)	Nov 9	2:30 - 3:30	JoAnn Uhl
PowerPoint - Inserting Objects into Presentation (D)	Dec 9	1:00 - 2:00	JoAnn Uhl
PowerPoint - Adding Animations and Finishing a Presentation (D)	Oct 25	2:30 - 3:30	JoAnn Uhl
PowerPoint - Adding Animations and Finishing a Presentation (D)	Nov 10	3:00 - 4:00	JoAnn Uhl
PowerPoint - Adding Animations and Finishing a Presentation (D)	Dec 6	10:00 - 11:00	JoAnn Uhl
PowerPoint - Links and Action Buttons (D)	Dec 1	3:30 - 4:30	Pascale Martel
Presentations - Google			
Google Slides	Oct 27	10:45 - 12:30	Pascale Martel
Google Slides	Oct 27	3:30 - 5:15	Pascale Martel
Publications			
MS Publisher – Getting Started (D)	Oct 4	1:00 - 2:00	JoAnn Uhl
MS Publisher – Getting Started (D)	Nov 3	8:30 - 9:30	JoAnn Uhl
MS Publisher – Getting Started (D)	Nov 30	6:00 - 7:00	JoAnn Uhl
Specialty			
Google Search Tips	Oct 7	4:00 - 5:15	Barbara Heiles
Google Search Tips	Oct 8	1:00 - 2:15	Barbara Heiles
Specialty Projects Workshop (2 hrs)	Oct TBD	TBD	TBD
Specialty Projects Workshop (2 hrs)	Nov TBD	TBD	TBD
Specialty Projects Workshop (2 hrs)	Dec TBD	TBD	TBD

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Title	Date	Time	Instructor
Spreadsheet - Microsoft			
Excel – Getting Started	Oct 6	10:45 - 12:30	JoAnn Uhl
Excel – Getting Started (D)	Oct 21	6:00 - 7:00	JoAnn Uhl
Excel – Getting Started (D)	Nov 8	8:30 - 9:30	JoAnn Uhl
Excel – Getting Started (D)	Dec 14	1:00 - 2:00	JoAnn Uhl
Excel – Formatting a worksheet (D)	Oct 18	1:00 - 2:00	JoAnn Uhl
Excel – Formatting a worksheet (D)	Nov 3	3:00 - 4:00	JoAnn Uhl
Excel – Formatting a worksheet (D)	Dec 13	10:00 - 11:00	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Oct 12	10:00 - 11:00	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Nov 4	6:00 - 7:00	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	Dec 6	2:30 - 3:30	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Oct 22	10:00 - 11:00	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Oct 26	6:00 - 7:00	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Nov 5	1:00 - 2:00	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	Dec 2	8:30 - 9:30	JoAnn Uhl
Excel – Working with Charts (D)	Oct 14	1:00 - 2:00	JoAnn Uhl
Excel – Working with Charts (D)	Nov 3	10:00 - 11:00	JoAnn Uhl
Excel – Working with Charts (D)	Dec 14	8:30 - 9:30	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Oct 8	10:00 - 11:00	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Nov 9	8:30 - 9:30	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	Dec 13	1:00 - 2:00	JoAnn Uhl
Excel – Lookup Functions (D)	Oct 5	8:30 - 9:30	JoAnn Uhl
Excel – Lookup Functions (D)	Nov 10	1:00 - 2:00	JoAnn Uhl
Excel – Pivot Tables (D)	Oct 13	1:00 - 2:00	JoAnn Uhl
Excel – Pivot Tables	Nov 9	8:30 - 10:15	Pascale Martel
Excel – Pivot Tables (D)	Dec 10	10:00 - 11:00	JoAnn Uhl
Excel - Getting Started with PowerPivot	Nov 10	8:30 - 10:15	Pascale Martel
Excel - Comparing Lists	Oct 28	8:30 - 10:15	Pascale Martel
Excel - Comparing Lists (D)	Dec 3	1:00 - 2:00	JoAnn Uhl
Excel – Working with Range Names (D)	Oct 14	10:00 - 11:00	JoAnn Uhl
Excel – Working with Range Names (D)	Dec 14	3:00 - 4:00	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	Oct 20	8:30 - 9:30	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	Nov 29	1:00 - 2:00	JoAnn Uhl
Excel – Intermediate Macros and VBA (D)	Nov 9	1:00 - 2:00	JoAnn Uhl
Excel – Intermediate Macros and VBA (D)	Dec 3	10:00 - 11:00	JoAnn Uhl
Spreadsheet - Google			
Google Sheets – Getting Started	Oct 15	1:00 - 2:45	Barbara Heiles
Google Sheets – Getting Started	Oct 21	4:00 - 5:45	Barbara Heiles
Google Sheets – Conditional Formatting	Dec 10	10:45 - 12:30	Barbara Heiles
Google Charts	Nov 12	1:00 - 2:45	Barbara Heiles
Google Charts	Dec 7	4:00 - 5:45	Barbara Heiles
Google Sheets – Restricting Parts of a Sheet	Nov 19	10:45 - 12:30	Barbara Heiles

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Templates			
Google Docs and Sheets Templates	Oct 20	10:45 - 12:30	Pascale Martel
MS Office Templates	Nov 30	10:45 - 12:30	Pascale Martel
Word Processing - Microsoft			
Word - Getting Started (D)	Oct 19	10:00 - 11:00	JoAnn Uhl
Word - Getting Started (D)	Oct 25	6:00 - 7:00	JoAnn Uhl
Word - Getting Started (D)	Nov 1	1:00 - 2:00	JoAnn Uhl
Word - Getting Started	Dec 8	8:30 - 10:15	JoAnn Uhl
Word - Editing Documents (D)	Oct 7	2:30 - 3:30	JoAnn Uhl
Word - Editing Documents (D)	Nov 29	10:00 - 11:00	JoAnn Uhl
Word - Forms	Nov 18	3:00 - 4:45	Pascale Martel
Word - Formatting Documents (D)	Oct 12	2:30 - 3:30	JoAnn Uhl
Word - Formatting Documents (D)	Nov 30	10:00 - 11:00	JoAnn Uhl
Word - Formatting Documents (D)	Dec 17	1:00 - 2:00	JoAnn Uhl
Word - Shortcuts, Tips & Tricks (D)	Oct 4	8:30 - 9:30	JoAnn Uhl
Word - Shortcuts, Tips & Tricks (D)	Dec 1	10:00 - 11:00	JoAnn Uhl
Word - Shortcuts, Tips & Tricks (D)	Dec 7	6:00 - 7:00	JoAnn Uhl
Word - Formatting Text, Paragraphs and Lists (D)	Oct 15	10:00 - 11:00	JoAnn Uhl
Word - Formatting Text, Paragraphs and Lists (D)	Nov 4	8:30 - 9:30	JoAnn Uhl
Word - Formatting Text, Paragraphs and Lists (D)	Dec 7	1:00 - 2:00	JoAnn Uhl
Word Long Documents, Manuals & Handbooks	Dec 8	3:00 - 4:45	Pascale Martel
Word - Graphics (D)	Oct 14	8:30 - 9:30	JoAnn Uhl
Word - Graphics (D)	Nov 1	6:00 - 7:00	JoAnn Uhl
Word - Graphics (D)	Dec 15	1:00 - 2:00	JoAnn Uhl
Word - Styles	Dec 7	8:30 - 10:15	Pascale Martel
Word - Tables	Oct 26	10:45 - 12:30	Pascale Martel
Word Processing - Google			
Google Docs – Getting Started	Oct 14	4:00 - 5:45	Barbara Heiles
Google Docs – Getting Started	Oct 15	10:45 - 12:30	Barbara Heiles
Google Docs – Formatting Documents	Oct 26	10:45 - 12:30	Barbara Heiles
Google Docs – Formatting Documents	Nov 9	4:00 - 5:45	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	Nov 10	4:00 - 5:45	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	Dec 3	10:45 - 12:30	Barbara Heiles