

Technology Support Service April - June 2021 Online Classes

Title	Date	Time	Instructor
ADA			
Making ADA Accessible Documents	April 6	3:00 - 4:45	Pascale Martel
Making ADA Accessible Documents	May 26	8:30 - 10:15	Pascale Martel
Adobe Products			
Adobe Acrobat Pro DC: Editing PDF Basics	April 8	10:45 - 12:30	Pascale Martel
Adobe Acrobat Pro DC: Editing PDF Basics	May 11	10:45 - 12:30	Pascale Martel
Adobe Acrobat Pro DC: Editing PDF Basics	June 7	3:30 - 5:15	Pascale Martel
Illustrator - Getting Started (D)	April 13	3:00 - 4:00	JoAnn Uhl
Illustrator - Getting Started (D)	May 06	10:00 - 11:00	JoAnn Uhl
Illustrator - Using Shapes (D)	May 24	4:30 - 5:30	JoAnn Uhl
Illustrator - Using Shapes (D)	April 29	10:00 - 11:00	JoAnn Uhl
Photoshop - Getting Started (D)	May 17	1:00 - 2:00	JoAnn Uhl
Photoshop - Getting Started (D)	April 22	6:00 - 7:00	JoAnn Uhl
Photoshop - Getting Started (D)	June 10	11:00 - 12:00	JoAnn Uhl
Photoshop - Getting Started (D)	April 08	10:00 - 11:00	JoAnn Uhl
Photoshop - Layer Basics (D)	May 11	8:30 - 9:30	JoAnn Uhl
Photoshop - Layer Basics (D)	April 13	1:00 - 2:00	JoAnn Uhl
Photoshop - Layer Basics (D)	May 04	4:30 - 5:30	JoAnn Uhl
Chromebook			
Chromebook Overview	April 12	3:30 - 5:15	Pascale Martel
Chromebook Overview	May 3	3:00 - 4:45	Pascale Martel
Database			
Access – Getting Started	June 07	2:30-4:15	JoAnn Uhl
Access – Getting Started (D)	April 07	4:00 - 5:00	JoAnn Uhl
Access – Getting Started (D)	May 10	1:00 - 2:00	JoAnn Uhl
Access – Getting Started (D)	April 20	6:00 - 7:00	JoAnn Uhl
Access – Building and Using Queries (D)	May 24	8:30 - 9:30	JoAnn Uhl
Access – Building and Using Queries	June 03	10:45 - 12:30	JoAnn Uhl
Access – Building and Using Queries (D)	April 29	1:00 - 2:00	JoAnn Uhl
Access – Building and Using Queries (D)	May 20	6:00 - 7:00	JoAnn Uhl
Access – Advanced Queries (D)	April 19	4:30 - 5:30	JoAnn Uhl
Access – Advanced Queries (D)	May 25	8:30 - 9:30	JoAnn Uhl
Access – Using Forms	April 27	1:00-2:45	JoAnn Uhl
Access – Using Forms (D)	May 17	10:00-11:00	JoAnn Uhl
Access – Using Forms (D)	June 02	3:00 - 4:00	JoAnn Uhl
Access – Using Reports	May 18	3:00 - 4:45	JoAnn Uhl
Access – Using Reports (D)	April 28	4:00 -5:00	JoAnn Uhl
Access – Automating with VBA and Macros (D)	April 08	3:00 - 4:00	JoAnn Uhl
Access – Automating with VBA and Macros (D)	May 17	11:30 - 12:30	JoAnn Uhl

Technology Support Service April - June 2021 Online Classes

Title	Date	Time	Instructor
Google Drive and G Suite			
Google Calendar – Getting Started	April 6	10:45 - 12:30	Barbara Heiles
Google Calendar – Getting Started	April 7	4:00 - 5:45	Barbara Heiles
Google Calendar – Getting Started	May 14	10:45 - 12:30	Barbara Heiles
Google Calendar – Customization	April 27	10:45 - 12:30	Barbara Heiles
Google Calendar – Customization	June 4	10:45 - 12:30	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	April 13	1:00 - 2:45	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	May 21	10:45 - 12:30	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	April 21	4:00 - 5:45	Barbara Heiles
Google Calendar – Out of Office, Reminders, Tasks	May 19	10:45 - 12:30	Barbara Heiles
Google Calendar – Out of Office, Reminders, Tasks	May 25	4:00 - 5:45	Barbara Heiles
Google Calendar – Using Appointment Slots	May 7	1:00 - 2:45	Barbara Heiles
Google Drive and G Suite Overview	April 6	4:00 - 5:45	Barbara Heiles
Google Drive and G Suite Overview	April 13	10:45 - 12:30	Pascale Martel
Google Drive and G Suite Overview	May 12	10:45 - 12:30	Barbara Heiles
Google Drive – “Shared with me” and “Shared drives”	April 20	10:45 - 12:30	Barbara Heiles
Google Drive – “Shared with me” and “Shared drives”	May 10	3:30 - 5:15	Pascale Martel
Google Drive – “Shared with me” and “Shared drives”	May 26	10:45 - 12:30	Barbara Heiles
G Suite – Collaborating and Using Version History	April 21	10:45 - 12:30	Barbara Heiles
G Suite – Collaborating and Using Version History	April 27	4:00 - 5:45	Barbara Heiles
G Suite – Collaborating and Using Version History	May 27	10:45 - 12:30	Barbara Heiles
Google Drawings – Creating Diagrams	May 3	10:45 - 12:30	Barbara Heiles
Google Drawings – Creating Diagrams	May 11	4:00 - 5:45	Barbara Heiles
Google Forms – Getting Started	April 16	10:45 - 12:30	Barbara Heiles
Google Forms – Getting Started	April 20	4:00 - 5:45	Barbara Heiles
Google Forms – Getting Started	May 13	1:00 - 2:45	Pascale Martel
Google Forms – Branching into Sections	April 30	10:45 - 12:30	Barbara Heiles
Google Forms – Branching into Sections	June 3	10:45 - 12:30	Barbara Heiles
Google Forms - Quizzes	May 17	3:00 - 4:45	Pascale Martel
Mail - Microsoft			
Outlook - Getting Started (D)	April 07	1:00 - 2:00	JoAnn Uhl
Outlook - Getting Started (D)	May 03	2:30 -3:30	JoAnn Uhl
Outlook - Getting Started (D)	June 08	8:30 - 9:30	JoAnn Uhl
Outlook - Getting Started (D)	April 22	4:30 - 5:30	JoAnn Uhl
Mail - Google			
Gmail – Getting Started	April 5	1:00 - 2:45	Barbara Heiles
Gmail – Getting Started	April 5	4:00 - 5:45	Barbara Heiles
Gmail – Getting Started	May 11	10:45 - 12:30	Barbara Heiles
Gmail – Customize How You Send and Receive Email	May 4	10:45 - 12:30	Barbara Heiles
Gmail – Customize How You Send and Receive Email	May 17	4:00 - 5:45	Barbara Heiles
Gmail – Customize Your Inbox	May 10	10:45 - 12:30	Barbara Heiles
Gmail – Customize Your Inbox	May 10	4:00 - 5:45	Barbara Heiles
Gmail – Labels and Filters	April 19	10:45 - 12:30	Barbara Heiles
Gmail – Labels and Filters	April 26	4:00 - 5:45	Barbara Heiles
Gmail – Labels and Filters	May 25	10:45 - 12:30	Barbara Heiles

Technology Support Service April - June 2021 Online Classes

Title	Date	Time	Instructor
Mail Merge			
Mail Merge in G Suite Using autoCrat	May 20	1:00 - 2:45	Pascale Martel
Mail Merge Using Microsoft Office (D)	April 14	1:00 - 2:00	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	June 03	8:30 - 9:30	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	May 24	6:00 - 7:00	JoAnn Uhl
Mail Merge Using Microsoft Office	May 19	1:00 - 2:45	Pascale Martel
Operating System			
Windows & File Management	April 7	10:45 - 12:30	Pascale Martel
Windows & File Management (D)	June 02	8:30 - 9:30	JoAnn Uhl
Windows & File Management (D)	May 25	6:00 - 7:00	JoAnn Uhl
Presentations - Microsoft			
PowerPoint - Getting Started (D)	May 24	10:00-11:00	JoAnn Uhl
PowerPoint - Getting Started (D)	May 10	6:00 - 7:00	JoAnn Uhl
PowerPoint - Getting Started	April 09	10:45 - 12:30	JoAnn Uhl
PowerPoint - Getting Started (D)	June 08	1:00 - 2:00	JoAnn Uhl
PowerPoint - Modifying a Presentation (D)	May 25	10:00-11:00	JoAnn Uhl
PowerPoint - Modifying a Presentation	June 10	8:30 - 10:15	JoAnn Uhl
PowerPoint - Modifying a Presentation (D)	April 28	2:30 - 3:30	JoAnn Uhl
PowerPoint - Inserting Objects into Presentation (D)	May 25	4:30 - 5:30	JoAnn Uhl
PowerPoint - Inserting Objects into Presentation (D)	April 20	8:30 - 9:30	JoAnn Uhl
PowerPoint - Inserting Objects into Presentation (D)	June 02	1:00 - 2:00	JoAnn Uhl
PowerPoint - Inserting Objects into Presentation	May 10	10:45 - 12:30	JoAnn Uhl
PowerPoint - Adding Animations and Finishing a Presentation (D)	June 04	1:00 - 2:00	JoAnn Uhl
PowerPoint - Adding Animations and Finishing a Presentation (D)	May 11	2:30 - 3:30	JoAnn Uhl
PowerPoint - Adding Animations and Finishing a Presentation	April 26	3:30 - 5:15	JoAnn Uhl
PowerPoint - Links and Action Buttons (D)	May 24	3:30 - 4:30	Pascale Martel
PowerPoint - Links and Action Buttons (D)	June 9	8:30 - 9:30	Pascale Martel
Presentations - Google			
Google Slides	April 19	3:30 - 5:15	Pascale Martel
Google Slides	May 18	8:30 - 10:15	Pascale Martel
Publications			
MS Publisher – Getting Started	April 22	10:45 - 12:30	Pascale Martel
MS Publisher – Getting Started (D)	May 18	1:00 - 2:00	JoAnn Uhl
MS Publisher – Getting Started (D)	June 09	8:30 - 9:30	JoAnn Uhl
MS Publisher – Getting Started (D)	April 26	6:00 - 7:00	JoAnn Uhl
Specialty			
Google Search Tips	April 9	1:00 - 2:15	Barbara Heiles
Google Search Tips	April 19	4:00 - 5:15	Barbara Heiles
Google Search Tips	May 20	10:45 - 12:00	Barbara Heiles
Specialty Projects Workshop (2 hrs)	April TBD	TBD	TBD
Specialty Projects Workshop (2 hrs)	May TBD	TBD	TBD
Specialty Projects Workshop (2 hrs)	June TBD	TBD	TBD

Technology Support Service April - June 2021 Online Classes

Title	Date	Time	Instructor
Spreadsheet - Microsoft			
Excel – Getting Started	April 15	10:45 - 12:30	Pascale Martel
Excel – Getting Started (D)	June 03	1:00 - 2:00	JoAnn Uhl
Excel – Getting Started (D)	May 10	8:30 - 9:30	JoAnn Uhl
Excel – Getting Started (D)	May 04	6:00 - 7:00	JoAnn Uhl
Excel – Formatting a worksheet (D)	May 10	2:30 - 3:30	JoAnn Uhl
Excel Made Easy - Make spreadsheets work for you	April 29	10:45 - 12:30	Pascale Martel
Excel Made Easy - Make spreadsheets work for you	April 26	3:00 - 4:45	Pascale Martel
Excel – Formatting a worksheet	May 12	8:30 - 10:15	Pascale Martel
Excel – Formatting a worksheet (D)	April 16	10:00-11:00	JoAnn Uhl
Excel – Working with Formulas and Functions	May 11	10:45 - 12:30	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	June 07	3:00 - 4:00	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	April 13	8:30 - 9:30	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	May 18	6:00 - 7:00	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	April 08	4:30 - 5:30	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	June 09	1:00 - 2:00	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	May 26	6:00 - 7:00	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks	May 10	4:30 - 5:30	JoAnn Uhl
Excel – Shortcuts, Tips & Tricks (D)	April 27	10:45 - 12:30	JoAnn Uhl
Excel – Working with Charts (D)	June 04	11:30 - 12:30	JoAnn Uhl
Excel – Working with Charts (D)	May 06	6:00 - 7:00	JoAnn Uhl
Excel – Working with Charts (D)	April 19	1:00 - 2:00	JoAnn Uhl
Excel – Data Analysis & Using Tables	June 08	10:45 - 12:30	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	April 20	1:00 - 2:00	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	May 24	11:30 - 12:30	JoAnn Uhl
Excel – Lookup Functions (D)	April 14	4:00 - 5:00	JoAnn Uhl
Excel – Lookup Functions (D)	May 11	1:00 - 2:00	JoAnn Uhl
Excel – Pivot Tables (D)	May 24	1:00 - 2:00	JoAnn Uhl
Excel – Pivot Tables	June 03	3:00 - 4:45	JoAnn Uhl
Excel – Pivot Tables (D)	April 14	2:30 - 3:30	JoAnn Uhl
Excel - Comparing Lists (D)	April 20	10:00-11:00	JoAnn Uhl
Excel - Comparing Lists (D)	May 07	1:00 - 2:00	JoAnn Uhl
Excel – Working with Range Names (D)	April 07	2:30 - 3:30	JoAnn Uhl
Excel – Working with Range Names (D)	May 06	8:30 - 9:30	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	May 06	2:30 - 3:30	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	April 16	8:30 - 9:30	JoAnn Uhl
Excel – Intermediate Macros and VBA (D)	June 04	10:00-11:00	JoAnn Uhl
Excel – Intermediate Macros and VBA (D)	April 28	1:00 - 2:00	JoAnn Uhl
Spreadsheet - Google			
Google Sheets – Getting Started	April 14	4:00 - 5:45	Barbara Heiles
Google Sheets – Getting Started	April 15	10:45 - 12:30	Barbara Heiles
Google Sheets – Getting Started	May 18	10:45 - 12:30	Barbara Heiles
Google Sheets – Navigating the Menu Options (D)	May 3	4:30 - 5:30	Barbara Heiles
Google Sheets – Navigating the Menu Options (D)	May 5	10:45 - 12:30	Barbara Heiles
Google Sheets – Conditional Formatting	April 26	1:00 - 2:45	Barbara Heiles
Google Sheets – Conditional Formatting	May 24	4:00 - 5:45	Barbara Heiles
Google Sheets – Conditional Formatting	May 28	10:45 - 12:30	Barbara Heiles
Google Charts	April 29	10:45 - 12:30	Barbara Heiles
Google Charts	June 8	10:45 - 12:30	Barbara Heiles
Google Charts	June 8	4:00 - 5:45	Barbara Heiles
Google Sheets – Restricting Parts of a Sheet	June 9	10:45 - 12:30	Barbara Heiles

Technology Support Service April - June 2021 Online Classes

Title	Date	Time	Instructor
Templates			
Google Docs and Sheets Templates	April 27	10:45 - 12:30	Pascale Martel
Google Docs and Sheets Templates	June 1	8:30 - 10:15	Pascale Martel
MS Office Templates	April 28	10:45 - 12:30	Pascale Martel
MS Office Templates	June 2	8:30 - 10:15	Pascale Martel
Word Processing - Microsoft			
Word - Getting Started (D)	June 02	10:45 - 12:30	JoAnn Uhl
Word - Getting Started	April 19	6:00 - 7:00	JoAnn Uhl
Word - Getting Started (D)	April 08	8:30 - 9:30	JoAnn Uhl
Word - Getting Started (D)	May 03	1:00 - 2:00	JoAnn Uhl
Word - Editing Documents (D)	April 09	8:30 - 9:30	JoAnn Uhl
Word - Editing Documents	May 18	10:45 - 12:30	JoAnn Uhl
Word - Editing Documents (D)	June 07	11:30 - 12:30	JoAnn Uhl
Word - Formatting Documents (D)	May 07	11:30 - 12:30	JoAnn Uhl
Word - Formatting Documents	April 26	1:00 - 2:45	JoAnn Uhl
Word - Formatting Documents (D)	June 09	10:00-11:00	JoAnn Uhl
Word - Shortcuts, Tips & Tricks (D)	May 06	1:00 - 2:00	JoAnn Uhl
Word - Shortcuts, Tips & Tricks (D)	April 20	3:00 - 4:00	JoAnn Uhl
Word - Shortcuts, Tips & Tricks (D)	June 04	8:30 - 9:30	JoAnn Uhl
Word - Shortcuts, Tips & Tricks (D)	May 13	6:00 - 7:00	JoAnn Uhl
Word - Formatting Text, Paragraphs and Lists (D)	April 12	1:00 - 2:00	JoAnn Uhl
Word - Formatting Text, Paragraphs and Lists (D)	May 20	4:30 - 5:30	JoAnn Uhl
Word - Formatting Text, Paragraphs and Lists (D)	June 09	11:30 - 12:30	JoAnn Uhl
Word - Formatting Text, Paragraphs and Lists	May 4	10:45 - 12:30	Pascale Martel
Word Long Documents, Manuals & Handbooks	May 27	10:45 - 12:30	Pascale Martel
Word Long Documents, Manuals & Handbooks	June 10	1:00 - 2:00	Pascale Martel
Word - Graphics	May 07	8:30 - 10:15	JoAnn Uhl
Word - Graphics (D)	April 09	1:00 - 2:00	JoAnn Uhl
Word - Graphics (D)	June 03	6:00 - 7:00	JoAnn Uhl
Word - Styles	May 5	8:30 - 10:15	Pascale Martel
Word - Styles	June 8	10:45 - 12:30	Pascale Martel
Word Processing - Google			
Google Docs – Getting Started	April 14	10:45 - 12:30	Barbara Heiles
Google Docs – Getting Started	April 13	4:00 - 5:45	Barbara Heiles
Google Docs – Getting Started	May 17	10:45 - 12:30	Barbara Heiles
Google Docs – Navigating the Menu Options (D)	May 4	4:30 - 5:30	Barbara Heiles
Google Docs – Navigating the Menu Options (D)	May 6	10:45 - 11:45	Barbara Heiles
Google Docs – Formatting Documents	April 23	10:45 - 11:45	Barbara Heiles
Google Docs – Formatting Documents	May 18	4:00 - 5:45	Barbara Heiles
Google Docs – Formatting Documents	June 2	1:00 - 2:45	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	April 28	10:45 - 12:30	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	June 7	10:45 - 12:30	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	June 7	4:00 - 5:45	Barbara Heiles