

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.

Title	Date	Time	Instructor
<b>ADA</b>			
Making ADA Accessible Documents	March 30	8:30 - 10:15	Pascale Martel
<b>Adobe Products</b>			
Adobe Acrobat Pro DC: Editing PDF Basics	March 3	8:30 - 10:15	Pascale Martel
Illustrator - Getting Started	March 19	10:45 - 12:30	JoAnn Uhl
Illustrator - Using Shapes (D)	March 24	1:00 - 2:00	JoAnn Uhl
Photoshop - Getting Started (D)	March 17	1:00 - 2:00	JoAnn Uhl
Photoshop - Layer Basics (D)	March 16	1:00 - 2:00	JoAnn Uhl
<b>Chromebook</b>			
Chromebook Overview	March 4	8:30 - 10:15	Pascale Martel
<b>Database</b>			
Access – Getting Started (D)	March 15	1:00 - 2:00	JoAnn Uhl
Access – Building and Using Queries	March 2	10:45 - 12:30	JoAnn Uhl
Access – Building and Using Queries (D)	March 17	4:30 - 5:30	JoAnn Uhl
Access – Advanced Queries	March 5	8:30 - 10:15	JoAnn Uhl
Access – Advanced Queries (D)	March 25	3:00 - 4:00	JoAnn Uhl
Access – Using Forms	March 15	2:30 - 4:15	JoAnn Uhl
Access – Using Forms (D)	March 24	3:00 - 4:00	JoAnn Uhl
Access – Using Reports (D)	March 18	1:00 - 2:00	JoAnn Uhl
Access – Automating with VBA and Macros	March 3	3:00 - 4:45	JoAnn Uhl
Access – Automating with VBA and Macros	March 26	10:45 - 12:30	JoAnn Uhl
<b>Google Drive and G Suite</b>			
Google Calendar – Getting Started	March 1	10:45 - 12:30	Barbara Heiles
Google Calendar – Customization	March 11	1:00 - 2:45	Barbara Heiles
Google Calendar – Viewing and Sharing Calendars	March 8	10:45 - 12:30	Barbara Heiles
Google Calendar – Out of Office, Reminders, Tasks	March 16	10:45 - 12:30	Barbara Heiles
Google Calendar – Using Appointment Slots	March 26	10:45 - 12:30	Barbara Heiles
Google Drive and G Suite Overview	March 2	10:45 - 12:30	Barbara Heiles
Google Drive – “Shared with me” and “Shared drives”	March 5	10:45 - 12:30	Barbara Heiles
G Suite – Collaborating and Using Version History	March 8	4:00 - 5:45	Barbara Heiles
G Suite – Collaborating and Using Version History	March 9	10:45 - 12:30	Barbara Heiles
Google Drawings – Creating Diagrams	March 18	10:45 - 12:30	Barbara Heiles
Google Drawings – Creating Diagrams	March 23	4:00 - 5:45	Barbara Heiles
Google Forms – Getting Started	March 11	10:45 - 12:30	Pascale Martel
Google Forms – Branching into Sections	March 23	10:45 - 12:30	Barbara Heiles
Google Forms - Quizzes	March 15	4:00 - 5:45	Barbara Heiles

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<b>Mail - Microsoft</b>			
Outlook - Getting Started (D)	March 25	9:00 - 10:00	JoAnn Uhl
<b>Mail - Google</b>			
Gmail – Customize How You Send and Receive Email	March 3	1:00 - 2:45	Barbara Heiles
Gmail – Customize Your Inbox Appearance	March 15	10:45 - 12:30	Barbara Heiles
Gmail – Labels and Filters	March 5	1:00 - 2:45	Barbara Heiles
<b>Mail Merge</b>			
Mail Merge in G Suite Using autoCrat	March 17	10:45 - 12:30	Pascale Martel
Mail Merge in G Suite Using autoCrat	March 19	10:45 - 12:30	Barbara Heiles
Mail Merge Using Microsoft Office	March 16	10:45 - 12:30	Pascale Martel
Mail Merge Using Microsoft Office	March 22	1:00 - 2:45	JoAnn Uhl
Mail Merge Using Microsoft Office (D)	March 4	6:00 - 7:00	JoAnn Uhl
<b>Operating System</b>			
Windows & File Management (D)	March 26	2:30 - 3:30	JoAnn Uhl
<b>Presentations - Microsoft</b>			
PowerPoint - Getting Started	March 16	2:30 - 4:15	JoAnn Uhl
PowerPoint - Getting Started	March 23	1:00 - 2:45	JoAnn Uhl
PowerPoint - Modifying a Presentation	March 3	1:00 - 2:45	JoAnn Uhl
PowerPoint - Modifying a Presentation	March 25	10:45 - 12:30	JoAnn Uhl
PowerPoint - Inserting Objects into Presentation	March 2	1:00 - 2:45	JoAnn Uhl
PowerPoint - Inserting Objects into Presentation	March 16	8:30 - 10:15	JoAnn Uhl
PowerPoint - Adding Animations and Finishing a Presentation (D)	March 5	10:45 - 11:45	JoAnn Uhl
PowerPoint - Adding Animations and Finishing a Presentation (D)	March 19	9:00 - 10:00	JoAnn Uhl
<b>Publications</b>			
MS Publisher – Getting Started (D)	March 1	6:00 - 7:00	JoAnn Uhl
MS Publisher – Getting Started (D)	March 4	1:00 - 2:00	JoAnn Uhl
<b>Specialty</b>			
Google Search Tips	March 3	10:45 - 12:00	Barbara Heiles
Specialty Projects Workshop (2 hrs)	March TBD	TBD	TBD

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<b>Spreadsheet - Microsoft</b>			
Excel – Getting Started	March 9	8:30 - 10:15	Pascale Martel
Excel – Getting Started	March 16	10:45 - 12:30	JoAnn Uhl
Excel – Getting Started	March 23	8:30 - 10:15	JoAnn Uhl
Excel – Getting Started (D)	March 2	4:30 - 5:30	JoAnn Uhl
Excel – Formatting a worksheet (D)	March 17	3:00 - 4:00	JoAnn Uhl
Excel Made Easy - Make spreadsheets work for you	March 10	10:45 - 12:30	Pascale Martel
Excel – Working with Formulas and Functions	March 25	1:00 - 2:45	JoAnn Uhl
Excel – Working with Formulas and Functions (D)	March 2	3:00 - 4:00	JoAnn Uhl
Excel Functions & Formulas: Dates & Times	March 23	1:00 - 2:45	Pascale Martel
Excel – Shortcuts, Tips & Tricks (D)	March 24	4:30 - 5:30	JoAnn Uhl
Excel – Working with Charts	March 23	3:00 - 4:45	JoAnn Uhl
Excel – Data Analysis & Using Tables (D)	March 19	1:00 - 2:00	JoAnn Uhl
Excel - Automating Spreadsheets	March 11	8:30 - 10:15	Pascale Martel
Excel – Lookup Functions (D)	March 22	6:00 - 7:00	JoAnn Uhl
Excel – Pivot Tables	March 25	8:30 - 10:45	Pascale Martel
Excel – Pivot Tables (D)	March 18	6:00 - 7:00	JoAnn Uhl
Excel - Comparing Lists	March 18	8:30 - 10:15	JoAnn Uhl
Excel - Comparing Lists	March 24	10:45 - 12:30	Pascale Martel
Excel - Comparing Lists (D)	March 25	4:30 - 5:30	JoAnn Uhl
Excel – Working with Range Names (D)	March 22	3:00 - 4:00	JoAnn Uhl
Excel – Intro to Macros and VBA (D)	March 4	8:30 - 9:30	JoAnn Uhl
Excel – Intermediate Macros and VBA (D)	March 26	1:00 - 2:00	JoAnn Uhl
<b>Spreadsheet - Google</b>			
Google Sheets – Getting Started	March 4	1:00 - 2:45	Barbara Heiles
Google Sheets – Navigating the Menu Options (D)	March 2	4:00 - 5:00	Barbara Heiles
Google Sheets – Navigating the Menu Options (D)	March 12	1:00 - 2:00	Barbara Heiles
Google Sheets – Hiding, Protecting and Selective Sharing (NEW)	March 18	1:00 - 2:45	Barbara Heiles
Google Sheets – Hiding, Protecting and Selective Sharing (NEW)	March 24	4:00 - 5:45	Barbara Heiles
Google Sheets – Conditional Formatting	March 25	10:45 - 12:30	Barbara Heiles
Google Sheets – Conditional Formatting	March 29	4:00 - 5:45	Barbara Heiles
Google Charts	March 16	4:00 - 5:45	Barbara Heiles
Google Charts	March 17	1:00 - 2:45	Barbara Heiles

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<b>Templates</b>			
MS Office Templates	March 31	1:00 - 2:45	Pascale Martel
<b>Word Processing - Microsoft</b>			
Word - Getting Started (D)	March 5	1:00 - 2:00	JoAnn Uhl
Word - Getting Started	March 18	10:45 - 12:30	JoAnn Uhl
Word - Editing Documents	March 1	1:00 - 2:45	JoAnn Uhl
Word - Editing Documents	March 23	10:45 - 12:30	JoAnn Uhl
Word - Formatting Documents (D)	March 15	4:30 - 5:30	JoAnn Uhl
Word - Formatting Text, Paragraphs and Lists	March 1	3:00 - 4:45	JoAnn Uhl
Word - Formatting Text, Paragraphs and Lists (D)	March 15	6:00 - 7:00	JoAnn Uhl
Word - Graphics	March 4	10:45 - 12:30	JoAnn Uhl
Word - Shortcuts, Tips & Tricks	March 4	3:00 - 4:45	JoAnn Uhl
Word - Shortcuts, Tips & Tricks (D)	March 26	9:00 - 10:00	JoAnn Uhl
Word - Styles	March 31	8:30 - 10:15	Pascale Martel
Word - Forms	March 2	1:00 - 2:45	Pascale Martel
<b>Word Processing - Google</b>			
Google Docs -- Navigating the Menu Options (D)	March 12	10:45 - 12:30	Barbara Heiles
Google Docs – Formatting Documents	March 9	4:00 - 5:45	Barbara Heiles
Google Docs – Formatting Documents	March 17	10:45 - 12:30	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	March 24	10:45 - 12:30	Barbara Heiles
Google Docs – Formatting Paragraphs and Lists	March 30	4:00 - 5:45	Barbara Heiles