

**Spring 2023 Technology Training
Central Office & School Based Office Personnel
Register using PL PowerSchool
Course Offerings**

Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics

You will need to have Creative Cloud with Acrobat DC and Adobe Sign Installed

Learn to create fillable forms from a Word document with Acrobat DC and request e-signatures using Acrobat Sign.

Date	Location	Session 1	Session 2	Topic
1/17/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
1/25/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
2/16/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
2/22/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
2/28/2023	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
3/1/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
3/15/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
3/29/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
4/6/2023	Virtual	10:00 AM	1:00 PM	Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
4/13/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
4/17/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
4/25/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
5/11/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics

Microsoft Excel Basics Filtering. Sorting, Text To Columns

Participants will manipulate data by filtering, sorting, splitting, and combining various data sets.

Date	Location	Session 1	Session 2	Topic
2/1/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Basics Filtering. Sorting, Text To Columns
3/28/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Basics Filtering. Sorting, Text To Columns
4/11/2023	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Microsoft Excel Basics Filtering. Sorting, Text To Columns
5/9/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Basics Filtering. Sorting, Text To Columns

Microsoft Excel Charts and Pivot Tables

Participants will create charts and edit chart elements, apply chart styles, and use charts in various applications. Pivot tables and pivot charts will be created using provided spreadsheet data.

Date	Location	Session 1	Session 2	Topic
2/2/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Charts and Pivot Tables
3/7/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Charts and Pivot Tables
4/27/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Charts and Pivot Tables
11/16/2023	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Microsoft Excel Charts and Pivot Tables

Microsoft Forms and Polls

Are you looking for an easier way to collect information from multiple sources? Would you like to eliminate paper in the process? If so, Forms and Polls are right for you!

Date	Location	Session 1	Session 2	Topic
1/24/2023	Virtual	10:00 AM	1:00 PM	Microsoft Forms and Polls
3/14/2023	BOE 2 nd Floor DOC	11:00 AM	1:00 PM	Microsoft Forms and Polls

Using Acrobat DC within Office 365

MIE is now Microsoft Learn. Check out the new site and register to begin earning your badges.

Date	Location	Session 1	Session 2	Topic
2/14/2023	Virtual	10:00 AM	1:00 PM	Using Acrobat DC within Office 365
3/2/2023	BOE 2 nd Floor DOC	11:00 AM	1:00 PM	Using Acrobat DC within Office 365
4/18/2023	Virtual	10:00 PM		Using Acrobat DC within Office 365

Microsoft Lists and Power Automate-Creating a Workflow

Lists will help you track information, organize your work and is customizable to fit your needs.

Date	Location	Session 1	Session 2	Topic
4/26/2023	Virtual	11:00 AM	1:00 PM	Microsoft Lists and Power Automate-Creating a Workflow
5/17/2022	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Microsoft Lists and Power Automate-Creating a Workflow

Microsoft PowerPoint Working with Images, Audio, and Video

Participants will learn how to manipulate images and slide backgrounds, insert video using the URL or embed code, and create a video from your presentation.

Date	Location	Session 1	Session 2	Topic
2/7/2023	Virtual	10:00 AM	1:00 PM	Microsoft PowerPoint Working with Images, Audio, and Video
3/31/2023	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Microsoft PowerPoint Working with Images, Audio, and Video
5/16/2023	Virtual	10:00 AM	1:00 PM	Microsoft PowerPoint Working with Images, Audio, and Video

Organizing Outlook Email and Calendar

Learn tips and tricks to keep your email and calendar organized

Date	Location	Session 1	Session 2	Topic
2/23/2023	Virtual	10:00 AM	1:00 PM	Outlook Organizing Email and Calendar
3/16/2023	Virtual	10:00 AM	1:00 PM	Outlook Organizing Email and Calendar
4/4/2023	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Outlook Organizing Email and Calendar
5/12/2023	Virtual	10:00 AM	1:00 PM	Outlook Organizing Email and Calendar