

Fall 2023 Technology Training
Central Office & School Based Office Personnel
Register using Professional Learning PowerSchool in ClassLink

Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics

You will need to have Creative Cloud with Acrobat Professional 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
8/1/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
8/17/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
9/12/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
9/21/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
10/18/2023	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
10/26/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
11/14/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
11/29/2023	Virtual	10:00 AM		Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics
12/5/2023	Virtual	10:00 AM	1:00 PM	Creating Adobe Acrobat Fillable Forms and Acrobat Sign Basics

Microsoft Excel Basics

Participants will get started with the basic tasks in Excel such as formatting and calculating data.

Date	Location	Session 1	Session 2	Topic
8/8/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Basics
8/10/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Basics
8/23/2023	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Microsoft Excel Basics
9/5/2023	Virtual	10:00 AM		Microsoft Excel Basics
9/11/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Basics
9/28/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Basics
10/17/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Basics
11/8/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Basics
12/7/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Basics

Microsoft Excel Charts, Pivot Tables, and VLOOKUP

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
8/15/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Charts and Pivot Tables
9/19/2023	Virtual		1:00 PM	Microsoft Excel Charts and Pivot Tables
11/7/2023	Virtual	10:00 AM	1:00 PM	Microsoft Excel Charts and Pivot Tables
12/1/2023	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Microsoft Excel Charts and Pivot Tables

Virtual training will meet in Teams at <https://bit.ly/3gllXqZ> .
 In person training will meet in the 2nd Floor Doc at 484 Mulberry

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Microsoft Teams Updates: What's New in Teams

Join me to learn the latest updates in Teams EDU Edition.

Date	Location	Session 1	Session 2	Topic
8/14/2023	Virtual	10:00 AM	1:00 PM	Microsoft Teams Updates: What's New in Teams
9/1/2023	BOE 2 nd Floor DOC	11:00 AM	1:00 PM	Microsoft Teams Updates: What's New in Teams
9/7/2023	Virtual	10:00 AM		Microsoft Teams Updates: What's New in Teams
9/20/2023	Virtual	10:00 AM	1:00 PM	Microsoft Teams Updates: What's New in Teams
10/19/2023	Virtual	10:00 AM	1:00 PM	Microsoft Teams Updates: What's New in Teams
11/6/2023	Virtual	10:00 AM	1:00 PM	Microsoft Teams Updates: What's New in Teams
11/28/2023	Virtual	10:00 AM		Microsoft Teams Updates: What's New in Teams
12/11/2023	Virtual	10:00 AM	1:00 PM	Microsoft Teams Updates: What's New in Teams
12/14/2023	Virtual	10:00 AM	1:00 PM	Microsoft Teams Updates: What's New in Teams

Integrating Office 365 with Adobe Acrobat and Adobe Sign

Explore the features that are available in Adobe Acrobat Pro with Adobe Sign and ways they can integrate with Microsoft 365.

Date	Location	Session 1	Session 2	Topic
7/27/2023	Virtual	10:00 AM	1:00 PM	Integrating Office 365 with Adobe Acrobat and Adobe Sign
8/2/2023	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Integrating Office 365 with Adobe Acrobat and Adobe Sign
8/9/2023	Virtual	10:00 AM	1:00 PM	Integrating Office 365 with Adobe Acrobat and Adobe Sign
8/24/2023	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Integrating Office 365 with Adobe Acrobat and Adobe Sign
9/14/2023	Virtual	10:00 AM	1:00 PM	Integrating Office 365 with Adobe Acrobat and Adobe Sign
9/25/2023	Virtual	10:00 AM	1:00 PM	Integrating Office 365 with Adobe Acrobat and Adobe Sign
10/3/2023	Virtual	10:00 AM	1:00 PM	Integrating Office 365 with Adobe Acrobat and Adobe Sign
10/25/2023	Virtual	10:00 AM	1:00 PM	Integrating Office 365 with Adobe Acrobat and Adobe Sign
11/17/2023	Virtual	10:00 AM	1:00 PM	Integrating Office 365 with Adobe Acrobat and Adobe Sign
11/30/2023	Virtual	10:00 AM		Integrating Office 365 with Adobe Acrobat and Adobe Sign
12/6/2023	Virtual	10:00 AM		Integrating Office 365 with Adobe Acrobat and Adobe Sign
12/18/2023	Virtual	10:00 AM		Integrating Office 365 with Adobe Acrobat and Adobe Sign

Microsoft 365 Apps

Participants will learn features and tips for the most popular Microsoft 365 apps: Outlook, PowerPoint, Forms, and Word.

Date	Location	Session 1	Session 2	Topic
8/21/2023	Virtual	10:00 AM	1:00 PM	Microsoft 365 Apps
9/27/2023	BOE 2nd Floor DOC	11:00 AM	1:00 PM	Microsoft 365 Apps
10/4/2023	Virtual	10:00 AM	1:00 PM	Microsoft 365 Apps
10/30/2023	Virtual	10:00 AM		Microsoft 365 Apps
11/16/2023	Virtual	10:00 AM	1:00 PM	Microsoft 365 Apps
12/12/2023	Virtual	10:00 AM	1:00 PM	Microsoft 365 Apps

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