



# WORKSHOP SCHEDULE

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Summer 2024

## May

| Workshop                               | Date                  | Time          | Location                 |
|--|-----------------------|---------------|--------------------------|
| Getting Started with Microsoft Copilot | Tuesday, May 14, 2024 | 10-11 a.m.    | Online - Microsoft Teams |
| Get it Together                        | Tuesday, May 21, 2024 | 2-3 p.m.      | Online - Microsoft Teams |
| Omni CMS                               | Friday, May 24, 2024  | 10-11:30 a.m. | Online - Microsoft Teams |
| New Omni CMS                           | Friday, May 24, 2024  | 10-11:30 a.m. | Online - Microsoft Teams |
| Qualtrics                              | Tuesday, May 28, 2024 | 2-3 p.m.      | Online - Microsoft Teams |

## June

| Workshop                                | Date                    | Time          | Location                 |
|---|-------------------------|---------------|--------------------------|
| Excel: Foundations                      | Tuesday, June 4, 2024   | 2-3:30 p.m.   | Online - Microsoft Teams |
| Excel: Tables, Charts, and Pivot Tables | Wednesday, June 5, 2024 | 2-3:30 p.m.   | Online - Microsoft Teams |
| Excel: Functions and Formulas           | Thursday, June 6, 2024  | 2-3 p.m.      | Online - Microsoft Teams |
| Power Query in Excel                    | Friday, June 7, 2024    | 2-3 p.m.      | Online - Microsoft Teams |
| Canva                                   | Tuesday, June 11, 2024  | 2-3 p.m.      | Online - Microsoft Teams |
| Organizing Your Outlook Inbox           | Tuesday, June 25, 2024  | 10-11 a.m.    | Online - Microsoft Teams |
| Omni CMS                                | Friday, June 28, 2024   | 10-11:30 a.m. | Online - Microsoft Teams |
| New Omni CMS                            | Friday, June 28, 2024   | 10-11:30 a.m. | Online - Microsoft Teams |

## July

| Workshop                               | Date                     | Time          | Location                 |
|--|--------------------------|---------------|--------------------------|
| Adobe Express                          | Tuesday, July 9, 2024    | 10-11 a.m.    | Online - Microsoft Teams |
| Adobe Photoshop Express                | Wednesday, July 10, 2024 | 10-11 a.m.    | Online - Microsoft Teams |
| Adobe Rush                             | Thursday, July 11, 2024  | 10-11 a.m.    | Online - Microsoft Teams |
| Getting Started with Microsoft Copilot | Tuesday, July 16, 2024   | 2-3 p.m.      | Online - Microsoft Teams |
| Omni CMS                               | Friday, July 19, 2024    | 10-11:30 a.m. | Online - Microsoft Teams |
| New Omni CMS                           | Friday, July 19, 2024    | 10-11:30 a.m. | Online - Microsoft Teams |
| Intro to Adobe AI Tools                | Tuesday, July 23, 2024   | 10-11 a.m.    | Online - Microsoft Teams |

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