April 2017

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 **Open Lab** 2:30-4:30	5	6	7
10 **First Day of Spring Quarter**	11	12	13 **Open Lab** 2:30-4:30	14
17	18	19 **Open Lab** 9:30-11:30	20 OmniUpdate (Intro) 2:30-4:30	21
24 Office 365 9:00-10:00	25 3CMedia 10:00-11:00	26 Zoom 10:00-11:00 Forms 2:00-3:30	27 OWA 11:00-12:00	28 **Open Lab** 2:00-4:00

3CMedia - storing videos
Keep all your videos in one, easily accessible, online location with 3CMedia and learn about their free captioning service.

Forms - use forms to capture information
Learn how to save processing time by switching over to electronic forms.

OmniUpdate - editing De Anza websites
There will be two levels of Omni Update offered this quarter:
- *Intro (1.5hrs)* - Navigation, create & edit pages
- *Refresher (45min)* - Create and edit pages

Office 365 - collaboration
Learn the ins and outs of online collaboration with co-workers using Microsoft Word, Excel and PowerPoint in Office365.

Outlook Web App (OWA) - email
Tips and tricks to organize your email inbox.

Zoom - video conferencing
Learn how to use video conferencing, share your desktop screen with individuals/ groups.

Ready to sign up? Click here to reserve your seat!

May 2017

Monday	Tuesday	Wednesday	Thursday	Friday
1 OmniUpdate (Refresh) 3:00-4:00	2 **Open Lab** **9:00-11:00**	3 Excel (Basic) 3:30-4:30	4	5 Word (accessibility) 2:30-3:30
8	9 Sway 11:30-12:30	10 Excel (Intermediate) 3:30-4:30	11 **Open Lab** **9:30-11:30**	12 *FHDA Professional Development Day*
15 Zoom 10:30-11:30	16	17 Office 365 3:30-4:30	18	19 **Open Lab** **1:30-3:30**
22 **Open Lab** **2:30-4:30**	23	24 Word (accessibility) 3:30-4:30	25 Forms 9:00-10:30	26 OWA 2:00-3:00
29 MEMORIAL DAY	30	31 **Open Lab** **2:30-4:30**		

Excel - spreadsheets
There will be two levels of Excel offered this quarter:
- *Basic* - creating, formatting & saving sheets
- *Intermediate* - formulas, charts & macros

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Sway - creating newsletters
Ready to spruce up your newsletter? Learn how to use Sway to create a custom newsletter.

Word - accessible documents
Make sure you are compliant by creating accessible Word documents for students.

Zoom - video conferencing
Learn how to use video conferencing, share your desktop screen with individuals/ groups.

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June 2017

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 OmniUpdate (Intro) 9:30-11:30
5 3CMedia 3:00-4:00	6 Excel (intermediate) 10:00-11:00	7 OmniUpdate (Refresh) 9:30-10:30	8 Sway 4:00-5:00	9 **Open Lab** **3:00-5:00**
12 **Open Lab** **9:30-11:30**	13 Word (accessibility) 10:30-11:30	14 OWA 9:30-10:30	15 Office 365 12:00-1:00 Zoom 3:00-4:00	16
19	20	21	22 **Open Lab** **3:00-5:00**	23
26	27 **Open Lab** **12:00-2:00**	28	29	30 **Last Day of Spring Quarter**

3CMedia - storing videos

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Excel - spreadsheets

There will be two levels of Excel offered this quarter:
- *Basic - creating, formatting & saving sheets*
- *Intermediate - formulas, charts & macros*

OmniUpdate - editing De Anza websites

There will be two levels of Omni Update offered this quarter:
- *Intro (1.5hrs) - Navigation, create & edit pages*
- *Refresher (45min) - Create and edit pages*

Office 365 - collaboration

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Word - accessible documents

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Zoom - video conferencing

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