June

2023

Register for June Training

Please use our [Registration page](#) to register for any training sessions below.

We look forward to working with you.

Be Well,

Doriann

Monday	Tuesday	Wednesday	Thursday
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5 **MS Word - Home Tab - Learn the Basics** 2:00 pm – 3:00 pm	**6** **Lightning Sessions - Create a Quick Step in Outlook** 10:30 am– 10:40 am or 3:00 pm – 3:10 pm	**7** **MS Word - File Tab - Behind the Scenes** 2:00 pm – 3:00 pm	**8** **Virtual Office Hour – There's No Such Thing as a Stupid Question – Join and ask your questions!** 11:00 am – 12:00 pm
12 **MS Word - Insert Tab - Adding Objects (Tables, Pictures, SmartArt, Links, etc.) to Your Document** 2:00 pm – 3:00 pm	**13** **Lightning Sessions- Create an Email Template** 10:30 am– 10:40 am or 3:00 pm – 3:10 pm	**14** **MS Word - View & Design Tabs - Tricks for Working in MS Word** 2:00 pm – 3:00 pm	**15** **Virtual Office Hour – There's No Such Thing as a Stupid Question – Join and ask your questions!** 11:00 am – 12:00 pm
19	**20** **Lightning Sessions- Finding the Version History of a Document in OneDrive** 10:30 am– 10:40 am or 3:00 pm – 3:10 pm	**21** **MS Word - Layout Tab - Margins, Columns, Page Breaks, Paragraphs, Oh My!** 2:00 pm – 3:00 pm	**22** **Virtual Office Hour – There's No Such Thing as a Stupid Question – Join and ask your questions!** 11:00 am – 12:00 pm
26 **MS Word - References & Review Tabs - Explore Table of Contents, Tracking Changes, and**	**27** **Lightning Sessions - Adobe Signatures** 10:30 am– 10:40 am or 3:00 pm – 3:10 pm	**28** **MS Word - Using Mail Merge to personalize letters, emails, and labels** 2:00 pm – 3:00 pm	**29** **Virtual Office Hour – There's No Such Thing as a Stupid Question – Join and ask your questions!**