



## One Hour Live Demo Classes!

Using the GoToMeeting platform, Ask Amy sessions are short live-demo classes that will enhance your knowledge of Microsoft programs!

Learn useful features for the software you use on a daily basis. A recording of the session is included in the cost. Email with login instructions will come from askamytraining.com or Harford.edu.

### Excel Advanced Data Tools

Would you like to create drop down lists? How about automatically format an entire row red if it meets a condition? This course will cover those features along with how to remove duplicates and consolidating data across sheets. This is a great class if you are working with large amounts of data and you want to make a spreadsheet easier for data input.

CRN: 35402 FEE: \$49

THU	07/23
10-11 AM	Session: 1
GoToMeeting	A. Coyner

CRN: 45231 FEE: \$49

TUE	10/6
12 PM-1 PM	Session: 1
GoToMeeting	A. Coyner

### Excel Advanced Macro Basics

Excel Macros automate repetitive tasks. In this class you will learn how to create some basic Macros and gain the understanding of how they work. You will learn recording and running macros as well as editing them in the Visual Basic Editor. In addition, you will learn how to create and add toolbar buttons or keyboard shortcuts to run a macro.

CRN: 45227 FEE: \$49

TUE	9/29
12-1 PM	Session: 1
GoToMeeting	A. Coyner

CRN: 45242 FEE: \$49

WED	10/28
10-11 AM	Session: 1
GoToMeeting	A. Coyner

### Excel Basics 1

This class includes an overview of the Excel tool bar, how to create a spreadsheet and how to use AutoFill and AutoSum. Additionally, this introduction to Excel will teach you how to create a simple formula, how to format Text and Numbers, as well as, how to preview and print your work.

CRN: 35405 FEE: \$49

THU	08/27
10-11 AM	Session: 1
GoToMeeting	A. Coyner

CRN: 45225 FEE: \$49

TUE	9/22
12-1 PM	Session: 1
GoToMeeting	A. Coyner

CRN: 45256 FEE: \$49

SAT	11/14
9-10 AM	Session: 1
GoToMeeting	A. Coyner

### Excel Basics 2

In this course the following Excel tools and techniques will be covered: how to customize your toolbar, basic functions, how to use AutoCalculate, working with Rows and Columns, using multiple sheets, and arranging multiple files.

CRN: 45216 FEE: \$49

WED	9/2
10-11 AM	Session: 1
GoToMeeting	A. Coyner

CRN: 45253 FEE: \$49

THU	11/5
12-1 PM	Session: 1
GoToMeeting	A. Coyner

### Excel Charts and Graphs

If you want to work in Excel, there will come a time when you need to create a graph. In this class you will learn the basics on how to create a graph several different ways. Once the graph is created you will have many features on how to format and update your graph. Another important option you will learn will be how to transfer a graph into PowerPoint.

CRN: 45218 FEE: \$49

SAT	9/12
9-10 AM	Session: 1
GoToMeeting	A. Coyner

CRN: 45260 FEE: \$49

WED	12/2
12-1 PM	Session: 1
GoToMeeting	A. Coyner

### Excel Intermediate 1

This course includes topics that are incredibly helpful when working with Excel. Some of the most popular tools are arranging multiple files and freeze panes. In addition you will learn more features about printing, formulas and comments.

CRN: 35417 FEE: \$49

Wed	07/15
10-11 AM	Session: 1
GoToMeeting	A. Coyner

CRN: 45234 FEE: \$49

SAT	10/10
9 AM-10 AM	Session: 1
GoToMeeting	A. Coyner

### Excel Intermediate 2

This class will take you into more intermediate and advanced topics. Linking is a feature that is used throughout Excel. Additional topics that will help improve your proficiency in Excel are using named ranged, conditional formatting, quick analysis and protecting cells.

CRN: 35422 FEE: \$49

THUR	07/23
12-1 PM	Session: 1
GoToMeeting	A. Coyner

CRN: 45237 FEE: \$49

TUE	10/20
10-11 AM	Session: 1
GoToMeeting	A. Coyner



Contact Jessica Edmondson,  
jedmondson@harford.edu  
for more information.

## Excel Pivot Tables



Have you ever heard the term Pivot Table and wondered

what it was? In this class you will uncover all the incredible features a Pivot Table has to offer. When you use a Pivot Table you combine so many features into one e.g. Sorting, Filtering, Subtotals, consolidation and more. This is the Mack Daddy of summarizing large amounts of data into a clear and concise table of information.

**CRN: 45219** **FEE: \$49**

TUE 9/15  
10-11 AM Session: 1  
GotoMeeting A. Coyner

**CRN: 45258** **FEE: \$49**

TUE 11/17  
12-1 PM Session: 1  
GotoMeeting A. Coyner

## Excel Sorting and Filtering



In this class of Sorting, Filtering and More are two of the most

popular tools you can use. Even if you have used Sorting and Filtering before, you will learn more tips and tricks on how to work with them proficiently. In addition, you will learn how to use format as table, subtotals and the very fun and very useful FlashFill.

**CRN: 35418** **FEE: \$49**

WED 07/15  
12-1 PM Session: 1  
GotoMeeting A. Coyner

**CRN: 45235** **FEE: \$49**

WED 10/14  
10-11 AM Session: 1  
GotoMeeting A. Coyner

## Excel tips and Tricks



It is so much fun learning keyboard shortcuts and tricks.

But when these tips save you time working in Excel, it becomes more than fun. In this class you will learn many time-saving techniques and topics that most everyone can use in their everyday Excel use. No matter your skill level, this class is fun and useful.

**CRN: 45221** **FEE: \$49**

THU 9/17  
10-11 AM Session: 1  
GotoMeeting A. Coyner

**CRN: 45255** **FEE: \$49**

WED 11/11  
12-1 PM Session: 1  
GotoMeeting A. Coyner

**CRN: 45264** **FEE: \$49**

THU 12/10  
12-1 PM Session: 1  
GotoMeeting A. Coyner

## Excel Tips and Tricks 2



There are so many tips and tricks in Excel that we need 2 classes to cover them. In this class we explore even more tips and tricks in Excel. And again, it will help you save time working in Excel. Some favorite tips are highlighting and navigating shortcuts, working with sheets and FlashFill. You will be glad you took both Tips and Tricks classes.

**CRN: 45229** **FEE: \$49**

THU 10/1  
12-1 PM Session: 1  
GotoMeeting A. Coyner

**CRN: 45259** **FEE: \$49**

WED 12/2  
10 AM-11 AM Session: 1  
GotoMeeting A. Coyner

## Excel Vlookup Functions



Two of the most popular functions in Excel are

Vlookup and If. In this class you will learn how to use those advanced functions along with CountA, Sumif and Countif.

**CRN: 45220** **FEE: \$49**

TUE 9/15  
12-1 PM Session: 1  
GotoMeeting A. Coyner

**CRN: 45244** **FEE: \$49**

TUE 11/3  
10-11 AM Session: 1  
GotoMeeting A. Coyner

## Microsoft Planner Overview



Microsoft Planner will help you organize projects, tasks and the people working on them. In this class you will learn how to create and edit a plan, assign tasks to others and change the views to better understand where the project stands.

**CRN: 35415** **FEE: \$49**

TUE 07/14  
10-11 AM Session: 1  
GotoMeeting A. Coyner

**CRN: 45236** **FEE: \$49**

WED 10/14  
12-1 PM Session: 1  
GotoMeeting A. Coyner

## Microsoft Teams



Microsoft Teams is a collaborative for teams of people to communicate and collaborate in an effective way. All options needed to work on a team are included. You can share files, work collaboratively on file share posts and attend meetings within your team. In this class you will gain the knowledge needed to understand the basics of effectively working in Microsoft Teams.

**CRN: 35416** **FEE: \$49**

TUE 07/14  
12-1 PM Session: 1  
GotoMeeting A. Coyner

**CRN: 45222** **FEE: \$49**

THU 9/17  
12-1 PM Session: 1  
GotoMeeting A. Coyner

**CRN: 45239** **FEE: \$49**

THU 10/22  
10-11 AM Session: 1  
GotoMeeting A. Coyner

**CRN: 45266** **FEE: \$49**

TUE 12/15  
12-1 PM Session: 1  
GotoMeeting A. Coyner

## Office 365 Overview



Office 365 is the MS Teams option for working in your applications. You can access your programs and files from any device. In this class you will get an overview of how-to login to O365, access your mail and calendar, work with your files and folders and open your MS Teams apps e.g. Word, Excel and PowerPoint. In addition, you will learn other useful apps included in O365 such as Yammer, SharePoint and Stream.

**CRN: 45226** **FEE: \$49**

TUE 9/29  
10-11 AM Session: 1  
GotoMeeting A. Coyner

**CRN: 45263**

**FEE: \$49**

THU 12/10  
10-11 AM Session: 1  
GotoMeeting A. Coyner

## Office Formatting Tips



We often use more than one program. Did you know that many shortcuts can be used across all the Microsoft suite? In this class you will gain speed across the Microsoft Suite with understanding universal shortcuts. This course will show many techniques and shortcuts that can be used in Word, Excel, PowerPoint and Outlook. You will learn shortcuts covering formatting, screenshots, graphing styles, views and much more.

CRN: 45228 FEE: \$49

THU	10/1
10-11 AM	Session: 1
GotoMeeting	A. Coyner

## OneDrive Overview



OneDrive is O365's place for saving and sharing files. You can think of this as your personal drive and shared drive all in one. Learn how to save, upload and edit files in this class. Using OneDrive allows you the access to your files anywhere and anytime. All you need is a device and an internet connection. You can also share files easily with others and work on the same file at the same time for real-time collaboration.

CRN: 45262 FEE: \$49

TUE	12/8
12-1 PM	Session: 1
GotoMeeting	A. Coyner

## OneNote Overview



OneNote is a fantastic program for note taking. You can use it for quick note taking and collaboration with others. In this class you will learn how to create notebooks, sections and pages. You will understand how to add text, pictures, videos and screen clips OneNote has great searching features, including tags. This program works easily with other applications and you can quickly share your notes with anyone. Whether you use it for yourself or with a team, this program is incredibly useful.

CRN: 45217 FEE: \$49

WED	9/2
12-1 PM	Session: 1
GotoMeeting	A. Coyner

## Outlook Basics



This Outlook class will cover all the basics of working in mail and the calendar. You will learn many useful features such as using creating folders, working with attachments, finding & flagging mail, creating a signature and turning on the out of office feature.

CRN: 35420 FEE: \$49

TUES	7/21
10-11 PM	Session: 1
GotoMeeting	A. Coyner

CRN: 45233 FEE: \$49

THU	10/8
12-1 PM	Session: 1
GotoMeeting	A. Coyner

## Outlook Advanced



There are so many features beyond the basics in Outlook to help you work more efficiently. In this class you will learn more advanced features for mail and calendar. You will learn how to recall a message, setup rules and use categories. Additional features that are extremely important both in mail and calendar are setting up your sharing and delegation, advanced calendar options and creating templates to reuse.

CRN: 35424 FEE: \$49

THU	8/20
12-1 PM	Session: 1
GotoMeeting	A. Coyner

CRN: 45252 FEE: \$49

THU	11/5	10
AM-11 AM	Session: 1	
GotoMeeting	A. Coyner	

## Outlook Tips and Tricks



There are so many tips and tricks in Outlook. In this class you will learn time-saving techniques on working with mail and calendar options. Along with keyboard shortcuts you will also learn how to create quick parts, use notes, insert screenshots and change your personal view.

CRN: 45241 FEE: \$49

SAT	10/24
9-10 AM	Session: 1
GotoMeeting	A. Coyner

CRN: 45265 FEE: \$49

TUE	12/15
10-11 AM	Session: 1
GotoMeeting	A. Coyner

## PowerPoint 1



Need to understand the basics of creating a presentation from scratch? Take this PowerPoint class. You will learn the basics on how to create a presentation from the very beginning. You will understand how to add text, pictures and bullets as well as formatting those features as well. Working the views is extremely important as each view provides different techniques to easily work in PowerPoint. Printing a presentation is helpful but giving the audience handouts is even more impressive.

CRN: 45223 FEE: \$49

SAT	9/19
9-10 AM	Session: 1
GotoMeeting	A. Coyner

CRN: 45261 FEE: \$49

TUE	12/8
10-11 AM	Session: 1
GotoMeeting	A. Coyner

## PowerPoint 2



Add to your basic knowledge of PowerPoint with this PowerPoint class. This class takes PowerPoint to the next level with adding graphs, sections and hyperlinks. It is also very important to understand how to copy and paste between presentations and utilizing the master view to make global changes to your presentation.

CRN: 35419 FEE: \$49

SAT	07/18
9-10 AM	Session: 1
GotoMeeting	A. Coyner

CRN: 45232 FEE: \$49

THU	10/8
10-11 AM	Session: 1
GotoMeeting	A. Coyner

## PowerPoint Graphics



Graphics are an important part of PowerPoint.

Understanding how to better work with graphics will help you to create a professional looking presentation. This one hour MS Teams PowerPoint class covers how to use Organization charts, SmartArt, Images and Screenshots. It will also show many cool tips on how to quickly format images with PowerPoint's helpful tools e.g Eye Dropper and Design Ideas.

**CRN: 35427** **FEE: \$49**

WED 08/26  
12-1 PM Session: 1  
GotoMeeting A. Coyner

**CRN: 45257** **FEE: \$49**

TUE 11/17  
10-11 AM Session: 1  
GotoMeeting A. Coyner

## PowerPoint Transitions



Ever wonder how someone made text in a PowerPoint

presentation fly in or swivel? This PowerPoint class will help you to understand how to incorporate transitions and animation into your presentation. It will also cover inserting videos and sound along with the playback options to customize those options.

**CRN: 35423** **FEE: \$49**

THU 08/20  
10-11 AM Session: 1  
GotoMeeting A. Coyner

**CRN: 45245** **FEE: \$49**

TUE 11/3  
12-1 PM Session: 1  
GotoMeeting A. Coyner

## SharePoint Overview



SharePoint is a collaborative workspace for teams. In this

class you will learn what SharePoint is and how to effectively use the options it provides. You will learn how to follow sites, upload, edit and work collaboratively on documents, use apps within SharePoint and change the views.

**CRN: 35428** **FEE: \$49**

THU 8/27  
12-1 PM Session: 1  
GotoMeeting A. Coyner

**CRN: 45230** **FEE: \$49**

TUE 10/6  
10-11 AM Session: 1  
GotoMeeting A. Coyner

## Word 1



Begin here to learn how to use Word. This class will

include an overview of the screen, how to create & save a document. Additionally, this introduction to Word will teach you how to format text, paragraphs, and lists, use tools for spellcheck and printing options.

**CRN: 45254** **FEE: \$49**

WED 11/11  
10-11 AM Session: 1  
GotoMeeting A. Coyner

## Word 2



This course is the follow-up to the Word 1 class and will

improve your Word proficiency. In this class you will learn how to add page number and headers & footers, insert tables, and add interest with adding pictures, screenshots and SmartArt.

**CRN: 35421** **FEE: \$49**

TUE 7/21  
12-1 PM Session: 1  
GotoMeeting A. Coyner

**CRN: 45224** **FEE: \$49**

TUE 9/22  
10-11 AM Session: 1  
GotoMeeting A. Coyner

## Word Mail Merge



In this class you will learn how to create a mail merge

for documents from start to finish. You will learn how to create data sources within Word or Excel. You will also learn how to use mail merge with envelopes and labels.

**CRN: 45243**

**FEE: \$49**

WED 10/28  
12-1 PM Session: 1  
GotoMeeting A. Coyner

## Word Styles and TOC



In this Word Styles and Table of Contents class you will

achieve the ability to quickly format a document and then use that formatting to easily create a Table of Contents. Styles are hugely underused and can help not only with formatting but with outlining a document. You will also learn additional shortcuts with using the Format Painter and the keyboard shortcut F4 to format text, paragraphs and an entire document.

**CRN: 35426** **FEE: \$49**

WED 08/26  
10-11 AM Session: 1  
GotoMeeting A. Coyner

**CRN: 45238** **FEE: \$49**

TUE 10/20  
12-1 PM Session: 1  
GotoMeeting A. Coyner

## Word Tips and Tricks



In this class you will learn many shortcuts for working

in Word. There are keyboard shortcuts that help with formatting text, paragraphs & lists. You will learn how to insert pictures and screenshots effectively without messing up your document. Using Quick Parts, Styles and Templates will improve the speed of formatting a document.

**CRN: 35425** **FEE: \$49**

SAT 08/22  
9-10 AM Session: 1  
GotoMeeting A. Coyner

**CRN: 45240** **FEE: \$49**

THU 10/22  
12-1 PM Session: 1  
GotoMeeting A. Coyner