

# Essential Office Technology

w/ TCOE Instructional Technology Specialist  
Doug Cairns

September  
–  
November  
2024



## Details

**Time:** 1:00 – 3:00 p.m.

**Location:** Live virtual classes via Zoom

**Audience:** Office staff and administrators for schools, community organizations, and businesses.

**Cost:** Educational entities: \$75  
(per class) General public: \$100

### Registration Contact:

Sara Torabi [sara.torabi@coe.org](mailto:sara.torabi@coe.org) (559) 651-3031

### Content Contact:

Doug Cairns [doug.cairns@coe.org](mailto:doug.cairns@coe.org) (559) 651-3031

## Click to register

**9/25 Unlock Your PDF Potential: Master the Essentials**  
Master PDF creation, editing, organization, and security in this beginner-friendly Adobe Acrobat Pro workshop for busy professionals.

<http://tulare.k12oms.org/147-250773>

**10/23 Adobe Forms for Professionals: A Beginner's Guide**  
Ditch paper, go digital! This hands-on Adobe Forms workshop for beginners teaches you to design, customize, and distribute interactive forms for streamlined data collection.

<http://tulare.k12oms.org/147-250782>

**11/20 Microsoft Excel for Professionals: Essentials**  
Build a strong Excel foundation for data analysis, decision-making, and streamlined workflows in this course for beginners.

<http://tulare.k12oms.org/147-250785>

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Office of Education

Tim A. Hire, County Superintendent of Schools

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