

Essential Office Technology

w/ TCOE Instructional Technology Specialist
Doug Cairns

February
-
April
2025



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 (559) 651-3031

Content Contact:

Doug Cairns doug.cairns@coe.org (559) 651-3031

Click to register

2/19 Elevate Your Flyers: A Canva Workshop for Office Staff

Learn to create eye-catching flyers in Canva that will grab attention and get results! This workshop is perfect for office staff who want to create professional-looking flyers with ease.

<http://tulare.k12oms.org/147-259728>

3/26 Mastering Acrobat Forms for Data Collection

This Acrobat Forms workshop will teach office staff how to seamlessly collect and import data, eliminating manual entry and reducing errors. Learn to create dynamic forms that streamline workflows and boost efficiency.

<http://tulare.k12oms.org/147-259729>

4/23 Outsmart Your Spreadsheets: Intermediate Excel for Office Staff

Build a strong Excel foundation for data analysis, decision-making, and streamlined workflows in this course for beginners.

<http://tulare.k12oms.org/147-259730>

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Office of Education

Tim A. Hire, County Superintendent of Schools

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