# THE MIDDAY MENU

OTHER TRAINING TIMES PLEASE CONTACT
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IN PERSON TRAINING MEETS IN THE 2ND FLOOR DOC

#### ADOBE ACROBAT FORMS & ACROBAT SIGN

Create and edit a fillable form from a Word document using Adobe Acrobat Pro DC and request e-signatures using Adobe Sign.

### WAYS ADOBE ACROBAT & ACROBAT SIGN INTEGRATE WITH 0365

Explore the features that are available in Adobe Acrobat Pro with Adobe Sign and ways they integrate with Microsoft 365.

# MICROSOFT TEAMS UPDATES: WHAT'S NEW IN TEAMS

Join me to learn the latest updates in Teams EDU edition.

### **MICROSOFT 365 APPS**

We will explore features and tips for the most popular O365 apps: Outlook, PowerPoint, Forms, and Word.

For more information visit
The Midday Menu
https://www.bcsdk12.net/departments
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Or contact Vicki Boatwright 478-779-4815 478-508-7488 vicki.boatwright@bcsdk12.net



# MICROSOFT EXCEL BASICS

Get started with the basic tasks in Excel such as formatting and calculating data.

MICROSOFT EXCEL CHARTS, PIVOT TABLES, VLOOKUP

Create charts, edit chart elements, create pivot tables, and use VLOOKUP.