



IT Training Course Schedule October – December 2024

***NEW COURSE OFFERING – MICROSOFT FORMS: UNLOCK THE POWER OF SURVEYS & POLLS**

Microsoft Forms is included with the **Microsoft 365 (M365)** suite of online productivity applications and is a user-friendly tool to streamline the process of collecting information and easily analyzing responses in real-time. Learn how to create dynamic surveys, polls, and quizzes to gather feedback on specific topics from anyone inside and outside Oakland County.

Webinars	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method
M365 Planner: What You Should Know	N/C	10/23/24	10/23/24	1	10:00am – 11:00am	Virtual
*Microsoft Forms: Unlock the Power of Surveys & Polls	N/C	11/18/24	11/18/24	1	2:00pm – 3:00pm	Virtual
* Microsoft Forms: Unlock the Power of Surveys & Polls	N/C	12/16/24 New Date	12/16/24	1	10:00am – 11:00am	Virtual
Windows	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method
Using Microsoft Windows 11	\$85.00	Available Upon Request				In-person (EOB)
Spreadsheet	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method
Microsoft Excel: Level 2	\$85.00	11/12/24	11/13/24	2	1:30pm – 5:00pm	In-person (EOB)
Microsoft Excel: Level 3	\$85.00	12/3/24	12/4/24	2	1:30pm – 5:00pm	In-person (EOB)
Presentation	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method
Microsoft PowerPoint: Level 1	\$85.00	Available Upon Request				In-person (EOB)
Microsoft PowerPoint: Level 2	\$85.00	12/17/24	12/18/24	2	1:30pm – 5:00pm	In-person (EOB)
Adobe	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method
Adobe Acrobat Pro DC: Level 1	\$85.00	11/12/24	11/13/24	2	8:30am – 12:00pm	Virtual
Electronic Mail	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method
Microsoft Outlook: Level 1	\$85.00	11/19/24	11/20/24	2	1:30pm – 5:00pm	In-person (EOB)
M365 Productivity	Cost	Start Date	End Date	Day(s)	Time Each Day	Delivery Method
M365 Productivity Apps Overview	\$45.00	11/6/24	11/6/24	1	2:00pm – 4:00pm	Virtual
M365 Teams Overview	\$55.00	12/9/24	12/9/24	1	1:30pm – 4:30pm	Virtual

Classes being offered **In-person** will be held at the **Executive Office Building (EOB) Conference Center** and **Information Technology (IT)**. If **Delivery Method** is **Virtual**, a link to access the training and any needed course materials will be emailed to you prior to the course start date.

Also, some classes are noted as **Available Upon Request**. Please contact training@oakgov.com if your department has a need for any of these courses.

Please note that a minimum of six students registered is required to run a course.

Full [Course Descriptions](#) are available for your review on the [IT Training Center](#) web site.

Oakland County employees can search and register for a course by accessing [Workday](#), clicking the **Learning** worklet, then selecting **Discover...Browse Learning**. **CVT and contract employees** must initiate their registration by completing a [Registration Form](#) and emailing to training@oakgov.com.

Note: Employees are required to obtain their supervisor’s approval prior to registering for any course or participating in on-line training services.



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Please contact training@oakgov.com if you should have any questions or need more information.

CHECK OUT OUR NEW IT TRAINING VIDEO LIBRARY

The **IT Training Center** has recently added a new site containing how-to training videos on commonly asked questions such as resetting your IAM password or creating a PivotTable in Excel.

To see the videos currently available, visit [IT Training Video Library](#). New videos will be added regularly, so check back often.