

Quick Hit Tech Tips

Morning Sessions (AM) are from 7:55 to 8:15
Afternoon Sessions (PM) are from 3:40 to 4:00

Week of:	Dates and Times	Topic
February 3rd	Tuesday, Feb. 6 - PM Wednesday, Feb. 5 - AM	Mac Keyboard Shortcuts
February 10th	Monday, Feb. 10 - PM Tuesday, Feb. 11 - AM	Creating a Google Form
February 24	Wednesday, Feb. 26 - AM Thursday, Feb. 27 - PM	Organizing Your Google Drive
March 3	Monday, March 3 - PM Tuesday, March 4 - AM	Using Your Google Calendar
March 17	Tuesday, March 18 - PM Wednesday, March 19 - AM	Organizing Your Files and Folders
March 24	Monday, March 24 - PM Tuesday, March 25 - AM	Understanding/Using Your Finder Window
March 31	Wednesday, April 2 - AM Thursday, April 3 - PM	Using System Preferences to Personalize
April 7	Monday, April 7 - PM Wednesday, April 9 - AM	Navigating the Mac Environment
April 14	Tuesday, April 15 - PM Thursday, April 17 - AM	Organizing Your Dock
April 28	Monday, April 28 - PM Wednesday, April 30 - AM	Creating and Sharing Google Docs
May 5	Tuesday, May 6 - AM Thursday, May 8 - PM	Adding and Managing Browser Bookmarks
May 12	Monday, May 12 - PM Tuesday, May 13 - AM	Internet Browser Basics
May 19	Monday, May 19 - PM Tuesday, May 20 - AM	Organizing Your Gmail
May 26	Tuesday, 27 - PM Wednesday, May 28 - AM	Setting up your Dashboard