

UITS TECHNOLOGY WORKSHOPS

SUMMER 2025



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**KENNESAW STATE
UNIVERSITY**
UNIVERSITY INFORMATION
TECHNOLOGY SERVICES

MAY

13 TUE	Creating Graphics in Adobe Express <u>2–3 p.m.</u> Online via Teams	14 WED	Adobe Photoshop Express <u>2–3 p.m.</u> Online via Teams	16 FRI	Getting Started with Teams Calling <u>10–11 a.m.</u> Online via Teams	16 FRI	Getting Started with Teams Calling <u>2–3 p.m.</u> Online via Teams	20 TUE	Intro to Adobe AI Tools <u>10–11 a.m.</u> Online via Teams
21 WED	Intro to CAISY AI Simulator <u>10–11 a.m.</u> Online via Teams	23 FRI	Omni CMS <u>10–11:30 a.m.</u> Online via Teams	27 TUE	Getting Started with Qualtrics <u>2–3 p.m.</u> Online via Teams	29 THU	Getting Started with Microsoft Forms <u>2–3 p.m.</u> Online via Teams		

JUNE

5 THU	Get It Together: Tech Tools To Get & Stay Organized <u>10–11 a.m.</u> Online via Teams	9 MON	Excel Basics: Getting Started with Excel <u>2–3 p.m.</u> Online via Teams	10 TUE	Excel: Simple Formulas and Functions <u>2–3 p.m.</u> Online via Teams	11 WED	Excel: Tables. Charts, and Pivot Tables <u>2–3 p.m.</u> Online via Teams	12 THU	Excel: Data Clean Up <u>2–3 p.m.</u> Online via Teams
17 TUE	Getting Started with Microsoft Copilot <u>10–11 a.m.</u> Online via Teams	20 FRI	Getting Started with Teams Calling <u>10–11 a.m.</u> Online via Teams	20 FRI	Getting Started with Teams Calling <u>2–3 p.m.</u> Online via Teams	25 WED	Advanced Qualtrics <u>2–3 p.m.</u> Online via Teams	27 FRI	Omni CMS <u>10–11:30 a.m.</u> Online via Teams

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JULY

2 WED	Getting Started with Power BI	9 WED	Intro to Canva	15 TUE	Microsoft Loop for Collaboration	17 THU	Organizing Your Outlook Inbox	18 FRI	Getting Started with Teams Calling
	2–3 p.m. Online via Teams		10–11 a.m. Online via Teams		10–11 a.m. Online via Teams		2–3 p.m. Online via Teams		10–11 a.m. Online via Teams
		18 FRI	Getting Started with Teams Calling	22 TUE	Video Creation with Canva	25 FRI	Omni CMS	29 TUE	Microsoft Office Formatting Basics
			2–3 p.m. Online via Teams		10–11 a.m. Online via Teams		10–11:30 a.m. Online via Teams		2–3 p.m. Online via Teams

AUGUST

15 FRI	Getting Started with Teams Calling	15 FRI	Getting Started with Teams Calling
	10–11 a.m. Online via Teams		2–3 p.m. Online via Teams