

# UITS TECHNOLOGY WORKSHOPS

# SUMMER 2025



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**KENNESAW STATE UNIVERSITY**  
UNIVERSITY INFORMATION TECHNOLOGY SERVICES

## MAY

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

## JUNE

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

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## JULY

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

## AUGUST

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|------------------|--|------------------|--|
| <b>15</b><br>FRI | <b>Getting Started with Teams Calling</b>    | <b>15</b><br>FRI | <b>Getting Started with Teams Calling</b>  |
|                  | <u>10-11 a.m.</u><br><u>Online via Teams</u> |                  | <u>2-3 p.m.</u><br><u>Online via Teams</u> |