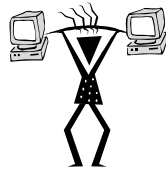


**Microsoft Office 90 Minute Workout®**  
**Virtual Classroom Schedule**  
**April 2019**



Pacific Time	Mountain Time	Central Time	Eastern Time
A – 6:30-8:00	A – 7:30-9:00	A – 8:30-10:00	A – 9:30-11:00
B – 8:30-10:00	B – 9:30-11:00	B – 10:30-12:00	B – 11:30-1:00
C – 11:00-12:30	C – 12:00-1:30	C – 1:00-2:30	C – 2:00-3:30
D – 1:00-2:30	D – 2:00-3:30	D – 3:00-4:30	D – 4:00-5:30

Monday	Tuesday	Wednesday	Thursday	Friday
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Updated 2/12/2019 1:13 PM

To register, go to <http://www.elertraining.com/register.htm>

This calendar lists our **Microsoft Office** public classes. The skills taught in these classes apply to all versions of Office including 2010, 2013, and 2016 (Office 365), unless the version number is indicated in the class name.

1 D- Moving from Office 2010 to 2016	2 A-Excel Getting Started B-Access Getting Started	3 B-PowerPoint Presenting Slide Shows C-OneNote Working with Notebooks	4 A-Visio Working with Drawings B-Excel Functions & Formulas C-Outlook Overview & Working with Mail D-Project Getting Started	5
8	9 A- Word Templates & Styles B- Excel Formatting Spreadsheets	10 B- PowerPoint Getting Started C-Excel Working with Workbooks	11 A-Excel Creating 2010 Charts B-Windows 10 Essentials C-Outlook Working with the Calendar D-Project Refining a Project Plan	12
15	16 A-Excel Creating 2013/2016 Charts B-Access Enhancing Tables	17 B-Excel Lists & Tables C-Excel Tips & Shortcuts	18 B- Excel More Functions & Formulas C- Excel Automating Tasks with Macros D- Project Working with Resources	19
22	23 A-OneNote Enhancing Notebooks B-Excel Pivot Tables	24 B-Excel Data Analysis Tools C-Excel Power Functions	25 D- Excel Automating Tasks by Programming in VBA	26
29	30 A- Word Advanced Tools B- Access Working with Table Relationships C- Outlook Making the Most of Mail D-Moving from Office 2010 to 2016			