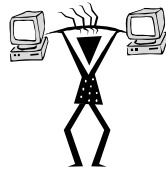


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
August 2018



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 5/30/2018 1:53 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 B- Excel Getting Started C- Access Getting Started	2 A- Outlook Overview & Working with Mail B- OneNote Working with Notebooks C- Excel Functions & Formulas D- Word Document Layout & Formatting	3
6	7 A- Excel Formatting Spreadsheets B- PowerPoint Getting Started	8 B- Excel Working with Workbooks C- Access Enhancing Tables	9 A- Excel Creating 2010 Charts B- OneNote Working with Notebooks C- Windows 10 Essentials D- Excel Tips & Shortcuts	10
13	14 A- Excel Creating 2013/2016 Charts B- PowerPoint Formatting Presentations	15 B- Excel Lists & Tables C- Access Working with Table Relationships	16 A - Outlook Working with the Calendar B- Excel Tips & Shortcuts C- Visio Working with Drawings D- Word Templates & Styles	17
20	21 A-OneNote Enhancing Notebooks B- PowerPoint Working with Animation & Multimedia	22 B- Excel More Functions & Formulas C- Access Creating Forms	23 A- Moving from Office 2010 to 2016 B- Excel Automating Tasks with Macros C- OneNote Enhancing Notebooks D- Word Mail Merge	24
27	28 A- Excel Pivot Tables B- PowerPoint Presenting Slide Shows	29 B- Excel Data Analysis Tools C- Access Creating Select Queries	30 A- Outlook Making the Most of Mail B- Excel Power Functions C- Excel Automating Tasks by Programming in VBA D- Word Advanced Tools	29