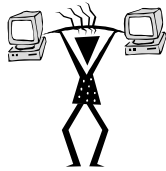


**Microsoft Office 90 Minute Workout®**  
**Virtual Classroom Schedule**  
**December 2017**



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
<i>Updated 9/29/2017 8:35 AM</i>		<i>To register, go to <a href="http://www.elertraining.com/register.htm">http://www.elertraining.com/register.htm</a></i>		
<i>This calendar lists our <b>Microsoft Office</b> 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.</i>				
				1
4	5 A-Excel Getting Started B-Moving from Office 2010 to 2016	6 B-OneNote Working with Notebooks C-Excel Functions & Formulas	7 A-Word Mail Merge B-Excel Formatting Spreadsheets C-PowerPoint Getting Started D-Excel Working with Workbooks	8
11	12 A-Excel Creating 2010 Charts B-Project Using Advanced Project Tools	13 B-Excel Creating 2013/2016 Charts C-Excel Lists & Tables	14 A-Access Enhancing Reports B-Excel Tips & Shortcuts C-PowerPoint Formatting Presentations D-Excel More Functions & Formulas	15
18	19 A-Excel Automating Tasks with Macros B-Excel Pivot Tables	20 B-OneNote Enhancing Notebooks C-Excel Data Analysis Tools	21 A-Word Advanced Tools B-Excel Power Functions C-PowerPoint Working with Animation & Multimedia D-Access Creating Macros	22
25 Christmas	26	27	28	29