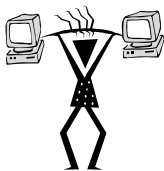


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
December 2018



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 9/24/2018 9:22 AM

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.

3	4	5	6	7
A- Moving from Office 2010 to 2016 B- Excel Getting Started	B- PowerPoint Formatting Presentations C- Excel Functions & Formulas	A- Access Creating Select Queries C- Excel Formatting Spreadsheets D- OneNote Working with Notebooks		
10	11	12	13	14
A- Excel Working with Workbooks B- Outlook Making the Most of Mail	B- PowerPoint Presenting Slide Shows C- Excel Creating 2013/2016 Charts	A- Access Creating Reports B- Excel Creating 2010 Charts C- Excel Lists & Tables D- Project Using Advanced Project Tools		
17	18	19	20	21
A- Excel Tips & Shortcuts B- Excel More Functions & Formulas	B- Excel Automating Tasks with Macros C- Word Templates & Styles	A- Access Enhancing Forms B- Excel Pivot Tables C- Excel Data Analysis Tools D- OneNote Enhancing Notebooks		
24	25	26	27	28
Christmas Eve	Christmas Day			
31				