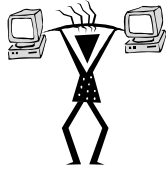


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
February 2018



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
<i>Updated 12/1/2017 11:27 AM</i>			<i>To register, go to http://www.elertraining.com/register.htm</i>	
<i>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.</i>				
			1	2
5	6	7	8	9
A-Excel Functions & Formulas B-Word Document Layout & Formatting		B-Excel Formatting Spreadsheets C-Access Creating Reports	A-Outlook Making the Most of Mail B-Project Working with 2013/2016 Reports C-Excel Working with Workbooks D-PowerPoint Formatting Presentations	
12	13	14	15	16
A-Excel Creating 2010 Charts B-Word Templates & Styles		B-Excel Creating 2013/2016 Charts C-Access Enhancing Forms	A-OneNote Enhancing Notebooks B-Excel Lists & Tables C-Moving from Office 2010 to 2016 D-PowerPoint Working with Animation & Multimedia	
19	20	21	22	23
A-Excel Tips & Shortcuts B-Word Mail Merge		B-Excel More Functions & Formulas C-Access Creating Advanced Queries	A-Visio Working with Drawings B-Project Organizing & Sharing a Project Plan C-Excel Automating Tasks with Macros D-PowerPoint Presenting Slide Shows	
26	27	28		
A-Excel Pivot Tables B- Word Advanced Tools		B- Excel Data Analysis Tools C- Excel Power Functions		