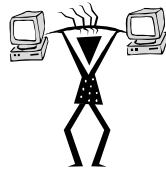


**Microsoft Office 90 Minute Workout®**  
**Virtual Classroom Schedule**  
**February 2019**



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 12/4/2018 9:53 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.

				1
4	5 A- PowerPoint Getting Started B- Excel Getting Started	6 B- Outlook Overview & Working with Mail C- Excel Functions & Formulas	7 A- Word Document Layout & Formatting B- Excel Formatting Spreadsheets C- OneNote Working with Notebooks D- Access Creating Select Queries	8
11	12 A- PowerPoint Formatting Presentations B- Excel Working with Workbooks	13 B- Outlook Working with the Calendar C- Excel Creating 2010 Charts	14 A- Word Templates & Styles B- Excel Creating 2013/2016 Charts C- Windows 10 Essentials D- Access Creating Reports	15
18	19 A- PowerPoint Working with Animation & Multimedia B- Excel Lists & Tables	20 B- Outlook Making the Most of Mail C- Excel Tips & Shortcuts	21 A- Word Mail Merge B- Excel More Functions & Formulas C- Excel Automating Tasks with Macros D- Access Enhancing Forms	22
25	26 A- PowerPoint Presenting Slide Shows B- Excel Pivot Tables	27 B- Excel Data Analysis Tools C- Excel Power Functions	28 A- Word Advanced Tools B- OneNote Enhancing Notebooks D- Access Creating Advanced Queries	