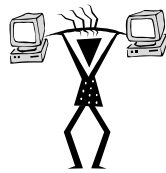


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
January 2019



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
<i>Updated 10/15/2018 7:53 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 New Year's Day	2	3	4
7	8 A- Outlook Overview & Working with Mail B- Excel Getting Started	9 B- Excel Functions & Formulas C- OneNote Working with Notebooks	10 A- PowerPoint Getting Started B- Excel Formatting Spreadsheets C- Windows 10 Essentials D- Access Getting Started	11
14	15 A- Moving from Office 2010 to 2016 B- Excel Working with Workbooks	16 B- Word Document Layout & Formatting C- Excel Creating 2010 Charts	17 A- PowerPoint Formatting Presentations B- Excel Creating 2013/2016 Charts C- Visio Working with Drawings D- Access Enhancing Tables	18
21	22 A- Outlook Working with the Calendar B- Excel Lists & Tables	23 B- Excel Tips & Shortcuts C- OneNote Enhancing Notebooks	24 A- PowerPoint Working with Animation & Multimedia B- Excel More Functions & Formulas C- Excel Automating Tasks with Macros D- Access Working with Table Relationships	25
28	29 A- Outlook Making the Most of Mail B- Excel Pivot Tables	30 B- Word Templates & Styles C- Excel Data Analysis Tools	31 A- PowerPoint Presenting Slide Shows B- Excel Power Functions C- Excel Automating Tasks by Programming in VBA D- Access Creating Forms	