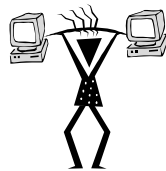


**Microsoft Office 90 Minute Workout®**  
**Virtual Classroom Schedule**  
**July 2018**



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 4/25/2018 1:40 PM</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>				
2	3	4 <b>Independence Day</b>	5	6
9 A-Word Mail Merge B-Excel Getting Started	10	11 A-Excel Functions & Formulas C-Outlook Overview & Working with Mail	12 A-PowerPoint Formatting Presentations B-Project Customizing a Project Plan C-Excel Formatting Spreadsheets D-OneNote Working with Notebooks	13
16 A-Excel Working with Workbooks B-Moving to Office 2010 to 2016	17	18 A-Excel Creating 2013/2016 Charts C-Outlook Working with the Calendar	19 A-PowerPoint Working with Animation & Multimedia B-Excel Creating 2010 Charts C-Visio Working with Drawings D-Excel Lists & Tables	20
23 A-Word Advanced Tools B-Excel Tips & Shortcuts C-OneNote Working with Notebooks	24	25 B-Excel More Functions & Formulas C-Outlook Making the Most of Mail	26 A-Excel Automating Tasks with Macros B-Project Using Advanced Project Tools C-Excel Pivot Tables D-OneNote Enhancing Notebooks	27
30 A-Excel Data Analysis Tools B-Excel Power Functions	31			29