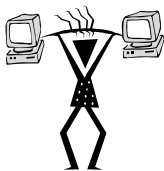


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
June 2019



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 4/12/2019 10:15 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 A-Excel Automating Tasks by Programming in VBA B-Excel Getting Started	4 A-Outlook Overview & Working with Mail B-Excel Functions & Formulas	5 B-Access Creating Advanced Queries C-Excel Formatting Spreadsheets	6 A-Moving from Office 2010 to 2016 B- PowerPoint Getting Started C-Excel Working with Workbooks D-Word Mail Merge	7
10	11 A-Word Document Layout & Formatting B-Excel Creating 2010 Charts C-OneNote Working with Notebooks D-Excel Creating 2013/2016 Charts	12	13 A-Excel Lists & Tables A-PowerPoint Formatting Presentations B-Visio Working with Drawings C-Project Customizing a Project Plan	14
17	18 A-Word Templates & Styles B-Excel Tips & Shortcuts	19 B-Excel More Functions & Formulas C-OneNote Enhancing Notebooks	20 A-Excel Automating Tasks with Macros B-PowerPoint Presenting Slide Shows	21
24	25 A-Outlook Making the Most of Mail B- Excel Power Functions	26 B- Access Enhancing Reports	27 A-Word-Advanced Tools B- Excel Pivot Tables C-Excel Data Analysis Tools D-Moving from Office 2010 to 2016	28