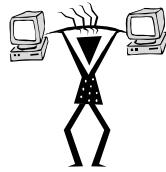


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
March 2018



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 12/28/2017 8:29 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 A-Moving from Office 2010 to 2016 B-Excel Automating Tasks by Programming in VBA C-Excel Getting Started D-Word Document Layout & Formatting	2
5 A-OneNote Working with Notebooks B-PowerPoint Getting Started	6	7 B-Excel Functions & Formulas C-Access Enhancing Reports	8 A-Excel Formatting Spreadsheets B-Project Customizing a Project Plan C-Outlook Overview & Working with Mail D-OneNote Working with Notebooks	9
12 A-Excel Working with Workbooks B-PowerPoint Formatting Presentations	13	14 B-Excel Creating 2010 Charts C-Visio Working with Drawings	15 A-Moving from Office 2010 to 2016 B-Excel Creating 2013/2016 Charts C-Outlook Working with the Calendar D-Word Templates & Styles	16
19 A-OneNote Enhancing Notebooks B-PowerPoint Working with Animation & Multimedia	20	21 B-Excel Lists & Tables C-Access Creating Macros	22 A-Excel Tips & Shortcuts B-Project Using Advanced Project Tools C-Excel More Functions & Formulas D-Word Mail Merge	23
26 A-Excel Automating Tasks with Macros B- PowerPoint Presenting Slide Shows	27	28 B- Excel Pivot Tables C- Excel Data Analysis Tools	29 A-Excel Power Functions B-OneNote Enhancing Notebooks C-Outlook Making the Most of Mail D-Word Advanced Tools	30