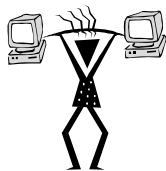


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
March 2019



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 12/26/2018 9:34 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
4	5 A-OneNote Working with Notebooks B-Excel Getting Started	6 B-PowerPoint Getting Started C-Excel Functions & Formulas	7 A-Excel Formatting Spreadsheets B-Outlook Overview & Working with Mail C-Windows 10 Essentials D-Access Enhancing Reports	8
11	12 A-Word Document Layout & Formatting B-Excel Working with Workbooks C-Excel Creating 2010 Charts D-OneNote Enhancing Notebooks	13 B-PowerPoint Formatting Presentations C-Excel Creating 2013/2016 Charts	14	15
18	19 A-Excel Lists & Tables B-Excel Tips & Shortcuts	20 B- PowerPoint Working with Animation & Multimedia C- Excel More Functions & Formulas	21 A-Excel Automating Tasks with Macros B-Outlook Working with the Calendar	22
25 C-Excel Pivot Tables D-Excel Data Analysis Tools	26	27	28 A-Excel Power Functions B-Outlook Making the Most of Mail C-Excel Automating Tasks by Programming in VBA D-Access Creating Macros	29