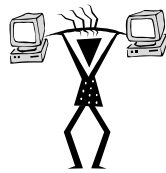


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
May 2018



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
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Updated 4/11/2018 2:11 PM

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.

	1 A-PowerPoint Getting Started B-Excel Getting Started	2 B-Outlook Overview & Working with Mail C-Excel Functions & Formulas	3 A-Access Creating Select Queries B-Project Getting Started C-Excel Formatting Spreadsheets D-Word Document Layout & Formatting	4
7	8 A-PowerPoint Formatting Presentations B-Excel Working with Workbooks	9 B-Moving from Office 2010 to 2016	10 A-OneNote Working with Notebooks B-Project Refining a Project Plan C-Excel Creating 2013/2016 Charts D-Visio Working with Drawings	11
14 B-Excel Creating 2010 Charts	15 A-OneNote Working with Notebooks B-Excel Lists & Tables	16 B-Outlook Working with the Calendar C-Excel Tips & Shortcuts	17 A-Access Creating Reports B-Project Working with Resources C-Excel More Functions & Formulas D-Word Templates & Styles	18
21	22 A-PowerPoint Working with Animation & Multimedia B-Excel Automating Tasks with Macros	23 B-OneNote Working with Notebooks C-Excel Pivot Tables	24 A-OneNote Enhancing Notebooks B-Moving from Office 2010 to 2016 C-Excel Data Analysis Tools D-Word Mail Merge	25
28	29 A-PowerPoint Presenting Slide Shows B-Excel Power Functions	30 B-Outlook Making the Most of Mail C-OneNote Enhancing Notebooks	31 A-Access Enhancing Forms B-Project Tracking a Project C-Excel Automating Tasks by Programming in VBA D-Word Advanced Tools	