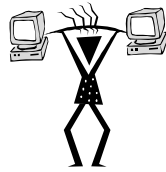


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
May 2019



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 2/24/2019 6:48 PM</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-Access Creating Forms C-Excel Getting Started	2 A-PowerPoint Formatting Presentations B-Word Document Layout & Formatting C-Excel Functions & Formulas D-Project Tracking a Project	3
6	7 A-OneNote Working with Notebooks C-Excel Formatting Spreadsheets	8 B-Access Creating Select Queries C-Excel Working with Workbooks	9 A-Excel Creating 2010 Charts B-Outlook Overview & Working with Mail C-Excel Creating 2013/2016 Charts D-Project Working with 2010 Reports	10
13 D-Moving from Office 2010 to 2016	14 A-Excel Lists & Tables	15 B-Access Creating Reports C-Excel Tips & Shortcuts	16	17
20	21 A-OneNote Enhancing Notebooks C-Excel More Functions & Formulas	22	23 A-PowerPoint Working with Animation & Multimedia B-Word Templates & Styles D-Project Working with 2013/2016 Reports	24
27 Memorial Day	28 A-Excel Automating Tasks with Macros B-Excel Pivot Tables	29 B-Access Enhancing Forms C-Excel Data Analysis Tools	30 A-Excel Power Functions B-Outlook Working with the Calendar D-Project Organizing & Sharing a Project	31