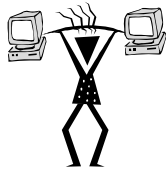


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
November 2017



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 8/31/2017 11:05 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	2	3
		B-Excel Getting Started C-Moving from Office 2010 to 2016	A-Word Document Layout & Formatting B-Excel Functions & Formulas C-PowerPoint Getting Started D-OneNote Working with Notebooks	
6	7	8	9	10
A-Visio Working with Drawings B-Excel Formatting Spreadsheets	B-Excel Working with Workbooks C-Excel Creating 2010 Charts	A-Access Enhancing Forms B-Excel Creating 2013/2016 Charts C-PowerPoint Formatting Presentations D-Outlook Making the Most of Mail		
13	14	15	16	17
B-OneNote Working with Notebooks C-Excel Lists & Tables	A-Excel Tips & Shortcuts B-Project Organizing & Sharing a Project Plan	A-Word Templates & Styles B-Excel More Functions & Formulas C-PowerPoint Working with Animation & Multimedia D-Moving from Office 2010 to 2016		
20	21	22	23	24
			Thanksgiving	
27	28	29	30	
	A-Excel Automating Tasks with Macros B-Project Customizing a Project Plan	B-Excel Pivot Tables C-Excel Data Analysis Tools	A-Access Creating Advanced Queries B-Excel Power Functions C-PowerPoint Presenting Slide Shows D-OneNote Enhancing Notebooks	