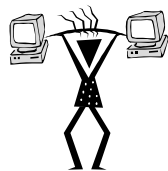


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
November 2018



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 8/28/2018 9:01 AM

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