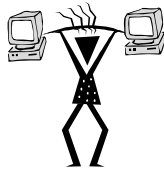


Microsoft Office 90 Minute Workout®
Virtual Classroom Schedule
October 2017



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 7/31/2017 11:20 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>				
2	3	4	5	6
	A-Excel Getting Started B-Project Working with Resources	B-Excel Functions & Formulas C-Word Mail Merge	A-Excel Formatting Spreadsheets B-PowerPoint Working with Animation & Multimedia C-Moving from Office 2010 to 2016 D-Visio Working with Drawings	
9	10	11	12	13
	A-Moving from Office 2010 to 2016 B-Excel Working with Workbooks	B-Excel Creating 2010 Charts C-OneNote Working with Notebooks	A-Access Creating Select Queries B-Excel Lists & Tables C-Excel Creating 2013/2016 Charts D-Outlook Overview & Working with Mail	
16	17	18	19	20
	A-Excel Tips & Shortcuts B-Project Tracking a Project	B-Excel More Functions & Formulas C-Word Advanced Tools	A-Excel Automating Tasks with Macros B-PowerPoint Presenting Slide Shows C-OneNote Working with Notebooks D-Project Working with 2013/2016 Reports	
23	24	25	26	27
	A-Excel Pivot Tables B-Visio Working with Drawings	B-Excel Data Analysis Tools C-Moving from Office 2010 to 2016	A-Access Creating Reports B-OneNote Enhancing Notebooks C-Excel Power Functions D-Outlook Working with the Calendar	
30	31			
	A-Excel Automating Tasks by Programming in VBA B-Project Working with 2010 Reports			