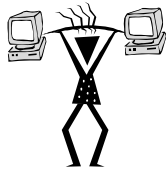


**Microsoft Office 90 Minute Workout®**  
**Virtual Classroom Schedule**  
**October 2018**



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 7/30/2018 11:51 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	3	4	5
A- Outlook Overview & Working with Mail B- Excel Getting Started	B- PowerPoint Getting Started C- Excel Functions & Formulas		A- Windows 10 Essentials B- Word Document Layout & Formatting C- Excel Formatting Spreadsheets D- OneNote Working with Notebooks	
8	9	10	11	12
A- OneNote Working with Notebooks B- Excel Working with Workbooks	B- PowerPoint Formatting Presentations C- Access Enhancing Reports		A- Visio Working with Drawings B- Word Templates & Styles C- Excel Creating 2010 Charts D- Project Working with 2010 Reports	
15	16	17	18	19
A- Outlook Working with the Calendar B- Excel Creating 2013/2016 Charts	B- PowerPoint Working with Animation & Multimedia C- Excel Lists & Tables		A- Excel Tips & Shortcuts B- Word Mail Merge C- Windows 10 Essentials D- OneNote Enhancing Notebooks	
22	23	24	25	26
A-OneNote Enhancing Notebooks B- Excel More Functions & Formulas	B- Excel Automating Tasks with Macros C- Access Creating Macros		A- Excel Pivot Tables B- Word Advanced Tools C- Excel Data Analysis Tools D- Project Working with 2013/2016 Reports	
29	30	31		
A- Outlook Making the Most of Mail B- Excel Power Functions	B- PowerPoint Presenting Slide Shows C- Excel Tips & Shortcuts			