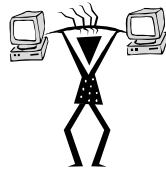


**Microsoft Office 90 Minute Workout®**  
**Virtual Classroom Schedule**  
**September 2018**



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**

Updated 6/26/2018 11:55 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.*

<b>Labor Day</b>	3 A- Word Document Layout & Formatting B- Excel Getting Started	4 B- Excel Functions & Formulas C- Access Creating Reports	5 A- PowerPoint Getting Started B- Outlook Overview & Working with Mail C- Excel Formatting Spreadsheets D- Project Getting Started	6 7
	10 A- OneNote Working with Notebooks B- Excel Working with Workbooks	11 B- Excel Creating 2013/2016 Charts C- Access Enhancing Forms	12 A- PowerPoint Formatting Presentations B- Outlook Working with the Calendar C- Excel Creating 2010 Charts D- Project Refining a Project Plan	13 14
	17 A- Word Templates & Styles B- Excel Lists & Tables	18 B- Moving from Office 2010 to 2016 C- Excel Tips & Shortcuts	19 A- PowerPoint Working with Animation & Multimedia B- Outlook Making the Most of Mail C- Excel More Functions & Formulas D- Project Working with Resources	20 21
	24 A- Excel Automating Tasks with Macros B- OneNote Enhancing Notebooks C- Excel Pivot Tables	25 B- Excel Data Analysis Tools C- Access Creating Advanced Queries	26 A- PowerPoint Presenting Slide Shows B- Excel Power Functions C- Windows 10 Essentials D- Project Tracking a Project	27 28