



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 1/11/2017 11:02 AM To register, send class title, date, name, email address & phone# to: [sbrinegar@axiomlearningsolutions.com](mailto:sbrinegar@axiomlearningsolutions.com)

*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. If you prefer to focus only on a specific version, you are welcome to register for a 1-on-1 application support session or request a private class.*

		1 A-Access Getting Started B-PowerPoint Getting Started C-Excel Getting Started D- Moving from Office 2010 to 2016	2 1-on-1 Application Support Sessions C-Project Getting Started D-Word Document Layout & Formatting	3
6	7	8 A-Access Enhancing Tables B-PowerPoint Formatting Presentations C-Excel Functions & Formulas D-Visio Working with Drawings	9 A-Excel Formatting Spreadsheets C-Project Refining a Project Plan D-Word Templates & Styles	10
13	14 A- Outlook Overview & Working with Mail B-Excel Working with Workbooks C-Moving from Office 2010 to 2016 D-OneNote Working with Notebooks	15 A-Access Working with Table Relationships B-PowerPoint Working with Animation & Multimedia C-Excel Creating 2010 Charts D-Excel Creating 2013/2016 Charts	16 A-Excel Lists & Tables C-Project Working with Resources D-Word Mail Merge	17
20	21 A-Outlook Working with the Calendar B-Excel Tips & Shortcuts 1-on-1 Application Support Sessions	22 A-Access Creating Forms B-PowerPoint Presenting Slide Shows C-Excel More Functions & Formulas D-OneNote Enhancing Notebooks	23 A-Excel Automating Tasks with Macros B-Moving from Office 2010 to 2016 C- Project Tracking a Project D-Word Advanced Tools	24
27	28 A-Outlook Making the Most of Mail B-Excel Pivot Tables D-Excel Data Analysis Tools	29 A-Access Creating Select Queries C-Moving from Office 2010 to 2016 D-Excel Power Functions	30 B-Excel Automating Tasks by Programming in VBA	