



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 4/6/2017 11:36 AM To register, send class title, date, name, email address & phone# to: 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	2
5	6 A- PowerPoint Getting Started B-Excel Getting Started C-Access Creating Select Queries D-Visio Working with Drawings	7	8 A-Word Document Layout & Formatting B-Excel Functions & Formulas D-Project Getting Started	9
12	13 A- Moving from Office 2010 to 2016 B-Excel Formatting Spreadsheets C- OneNote Working with Notebooks D-Excel Working with Workbooks	14	15 A-Excel 2010 Creating 2010 Charts B-Outlook Overview & Working with Mail C-Moving from Office 2010 to 2016 D-Excel Creating 2013/2016 Charts	16
19	20 A-PowerPoint Formatting Presentations B-Excel Lists & Tables C-Access Creating Reports D-Excel Tips & Shortcuts	21	22 A-Word Templates & Styles B-Outlook Working with the Calendar C-Excel More Functions & Formulas D-Project Refining a Project Plan	23
26	27 A-Excel Automating Tasks with Macros B-Excel Pivot Tables C-OneNote Enhancing Notebooks D-Moving from Office 2010 to 2016	28	29 A-Outlook Making the Most of Mail B-Excel Data Analysis Tools C-Excel Power Functions D-Excel Automating Tasks by Programming in VBA	30