



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 5/3/2017 9:25 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.*

3	4 Independence Day	5	6	7
10	11 A-Excel Getting Started B-PowerPoint Working with Animation & Multimedia C-Access Enhancing Forms D-Visio Working with Drawings	12	13 A-Word Mail Merge B-Excel Functions & Formulas C-Outlook Overview & Working with Mail D-Moving from Office 2010 to 2016	14
17	18 A-Moving from Office 2010 to 2016 B-Excel Formatting Spreadsheets C-OneNote Working with Notebooks D-Excel Working with Workbooks	29	20 A-Excel Creating 2010 Charts B-Excel Lists & Tables C-Excel Creating 2013/2016 Charts D-Project Working with Resources	21
24	25 A-Excel Tips & Shortcuts B-PowerPoint Presenting Slide Shows C-Access Creating Advanced Queries D-Excel More Functions & Formulas	26	27 A-Word Advanced Tools B-Excel Automating Tasks with Macros C-OneNote Enhancing Notebooks D-Excel Pivot Tables	28
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