



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
<i>Updated 6/1/2017 11:09 AM</i>				
<i>To register, send class title, date, name, email address & phone# to: sbrinegar@axiomlearningsolutions.com</i>				
<i>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.</i>				
	1	2	3	4
	A-PowerPoint Getting Started B-Excel Getting Started C- Visio Working with Drawings D-Excel Data Analysis Tools		A-Excel Power Functions B-Excel Functions & Formulas C-Outlook Working with the Calendar D-Project Tracking a Project	
7	8	9	10	11
	A-Excel Automating Tasks by Programming in VBA B-Excel Formatting Spreadsheets C-Access Enhancing Reports D-Moving from Office 2010 to 2016		A-Word Document Layout & Formatting B-Moving from Office 2010 to 2016 C-OneNote Working with Notebooks D-Excel Working with Workbooks	
14	15	16	17	18
	A-PowerPoint Formatting Presentations B-Excel Creating 2010 Charts C-OneNote Working with Notebooks D-Excel Creating 2013/2016 Charts		A-Word Templates & Styles B-Project Working with 2010 Reports C-Outlook Making the Most of Mail D-Project Working with 2013/2016 Reports	
21	22	23	24	25
	A-PowerPoint Working with Animation & Multimedia B-Excel Lists & Tables C-Access Creating Macros D-Excel Tips & Shortcuts		A-Word Mail Merge B-Excel More Functions & Formulas C-OneNote Enhancing Notebooks D-Project Organizing & Sharing a Project Plan	
28	29	30	31	
	A-PowerPoint Presenting Slide Shows B-Excel Automating Tasks with Macros C-OneNote Enhancing Notebooks D-Excel Pivot Tables		A-Word Advanced Tools B-Excel Data Analysis Tools C-Moving from Office 2010 to 2016 D-Excel Power Functions	