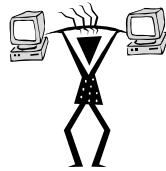




December 2017



| 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 10/10/2017 10:34 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 |
| 4 | 5 A-Excel Getting Started B-Moving from Office 2010 to 2016 | 6 B-OneNote Working with Notebooks C-Excel Functions & Formulas | 7 A-Word Mail Merge B-Excel Formatting Spreadsheets C-PowerPoint Getting Started D-Excel Working with Workbooks | 8 |
| 11 | 12 A-Excel Creating 2010 Charts B-Project Using Advanced Project Tools | 13 B-Excel Creating 2013/2016 Charts C-Excel Lists & Tables | 14 A-Access Enhancing Reports B-Excel Tips & Shortcuts C-PowerPoint Formatting Presentations D-Excel More Functions & Formulas | 15 |
| 18 | 19 A-Excel Automating Tasks with Macros B-Excel Pivot Tables | 20 B-OneNote Enhancing Notebooks C-Excel Data Analysis Tools | 21 A-Word Advanced Tools B-Excel Power Functions C-PowerPoint Working with Animation & Multimedia D-Access Creating Macros | 22 |
| 25 Christmas | 26 | 27 | 28 | 29 |