



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 1/4/2018 11:25 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
			A-Moving from Office 2010 to 2016 B-Excel Automating Tasks by Programming in VBA C-Excel Getting Started D-Word Document Layout & Formatting	
5	6	7	8	9
A-OneNote Working with Notebooks B-PowerPoint Getting Started	B-Excel Functions & Formulas C-Access Enhancing Reports	A-Excel Formatting Spreadsheets B-Project Customizing a Project Plan C-Outlook Overview & Working with Mail D-OneNote Working with Notebooks		
12	13	14	15	16
A-Excel Working with Workbooks B-PowerPoint Formatting Presentations	B-Excel Creating 2010 Charts C-Visio Working with Drawings	A-Moving from Office 2010 to 2016 B-Excel Creating 2013/2016 Charts C-Outlook Working with the Calendar D-Word Templates & Styles		
19	20	21	22	23
A-OneNote Enhancing Notebooks B-PowerPoint Working with Animation & Multimedia	B-Excel Lists & Tables C-Access Creating Macros	A-Excel Tips & Shortcuts B-Project Using Advanced Project Tools C-Excel More Functions & Formulas D-Word Mail Merge		
26	27	28	29	30
A-Excel Automating Tasks with Macros B- PowerPoint Presenting Slide Shows	B- Excel Pivot Tables C- Excel Data Analysis Tools	A-Excel Power Functions B-OneNote Enhancing Notebooks C-Outlook Making the Most of Mail D-Word Advanced Tools		