



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 2/8/2018 11:38 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.

2	3	4	5	6
A-Outlook Overview & Working with Mail B-Excel Getting Started	B-Word Document Layout & Formatting C-Excel Functions & Formulas	A-Access Getting Started B-OneNote Working with Workbooks C-Excel Formatting Spreadsheets D-PowerPoint Getting Started		
9	10	11	12	13
A-Outlook Working with the Calendar B-Excel Working with Workbooks	B-Word Templates & Styles C-Excel Creating 2010 Charts	A-Access Enhancing Tables B-Excel Creating 2013/2016 Charts C-OneNote Working with Notebooks D-PowerPoint Formatting Presentations		
16	17	18	19	20
A-Outlook Making the Most of Mail B-Excel Lists & Tables	B-Word Mail Merge C-Excel Tips & Shortcuts	A-Access Working with Table Relationships B-OneNote Enhancing Notebooks C-Excel More Functions & Formulas D-PowerPoint Working with Animation & Multimedia		
23	24	25	26	27
A-Moving from Office 2010 to 2016 B-Excel Automating Tasks with Macros	B-Word Advanced Tools C-Excel Pivot Tables	A-Access Creating Forms B-Excel Data Analysis Tools C-Excel Power Functions D-PowerPoint Presenting Slide Shows		
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