



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
--------	---------	-----------	----------	--------

Updated 3/5/2018 2:21 PM *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.*

	1	2	3	4
	A-PowerPoint Getting Started B-Excel Getting Started	B-Outlook Overview & Working with Mail C-Excel Functions & Formulas	A-Access Creating Select Queries B-Project Getting Started C-Excel Formatting Spreadsheets D-Word Document Layout & Formatting	
7	8	9	10	11
	A-PowerPoint Formatting Presentations B-Excel Working with Workbooks	B-Moving from Office 2010 to 2016 C-Excel Creating 2010 Charts	A-OneNote Working with Notebooks B-Project Refining a Project Plan C-Excel Creating 2013/2016 Charts D-Visio Working with Drawings	
14	15	16	17	18
	A-OneNote Working with Notebooks B-Excel Lists & Tables	B-Outlook Working with the Calendar C-Excel Tips & Shortcuts	A-Access Creating Reports B-Project Working with Resources C-Excel More Functions & Formulas D-Word Templates & Styles	
21	22	23	24	25
	A-PowerPoint Working with Animation & Multimedia B-Excel Automating Tasks with Macros	B-OneNote Working with Notebooks C-Excel Pivot Tables	A-OneNote Enhancing Notebooks B-Moving from Office 2010 to 2016 C-Excel Data Analysis Tools D-Word Mail Merge	
28	29	30	31	
	A-PowerPoint Presenting Slide Shows B-Excel Power Functions	B-Outlook Making the Most of Mail C-OneNote Enhancing Notebooks	A-Access Enhancing Forms B-Project Tracking a Project C-Excel Automating Tasks by Programming in VBA D-Word Advanced Tools	