



ONLINE COURSE SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MS Excel Essentials*	MS Word Essentials*	MS Word Essentials*	MS Excel Essentials*	MS Excel Essentials*
Google Sheets Essentials*	Google Docs Essentials*	Google Docs Essentials*	Google Sheets Essentials*	Google Sheets Essentials*
Excel: Basics	MS PowerPoint Essentials*	MS PowerPoint Essentials*	Excel: Basics	
Excel: Intro to Formulas	Google Slides Essentials*	Google Slides Essentials*	Excel: Intro to Formulas	
Excel: Entering & Manipulating Data	Introduction to MS Word	Introduction to MS Word	Excel: Entering & Manipulating Data	
Excel Charts & Graphs	Word Formatting & Styles in Depth	Word Formatting & Styles in Depth	Excel Charts & Graphs	
Applying Excel: Functions & Filters	Introduction to Google Docs	Introduction to Google Docs	Applying Excel: Functions & Filters	
Excel: Pivot Tables & Charts	Docs Formatting & Styles in Depth	Docs Formatting & Styles in Depth	Excel: Pivot Tables & Charts	
Sheets: Basics	Introduction to PowerPoint	Introduction to PowerPoint	Sheets: Basics	
Sheets: Entering & Manipulating Data	Introduction to Google Slides	Introduction to Google Slides	Sheets: Entering & Manipulating Data	
Sheets: Intro to Formulas	Introduction to Google Forms	Introduction to Google Forms	Sheets: Intro to Formulas	
Sheets: Charts & Graphs	WordPress Content Maintenance		Sheets: Charts & Graphs	
Sheets: Pivot Tables & Charts	WordPress Administrator		Sheets: Pivot Tables & Charts	
Applying Sheets: Functions and Filter			Applying Sheets: Functions and Filter	
Sheets & Forms: Integrating Forms & Sheets			Sheets & Forms: Integrating Forms & Sheets	
				SATURDAY
				Various offerings: check your desired course for availability
				*Scheduled weekly as the trainer is available

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