



Microsoft®

Office TRAINING



Training Location:

1526 K Street, Suite 100
(Lower-level computer lab)
Lincoln Nebraska 68508

Training Support Materials: Quick Resource Guides

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**BROUGHT
TO YOU BY:**



2016 Class Schedule

All Classes meet 9:00 a.m. – 4:30 p.m.

Date	Class
Jan 8 (F)	One Note (9AM - 12PM)
Jan 12 (T)	Excel Basic
Jan 21 (Th)	Power Point
Jan 25-26 (M,T)	Access Basic
Feb 5 (F)	Excel Interm
Feb 9 (T)	OneNote (1PM - 4PM)
Feb 25-26 (Th,F)	Access Interm
March 2 (W)	Excel Basic
March 7 (M)	OneNote (9AM - 12PM)
March 10 (Th)	Excel Interm
March 17 (Th)	Excel Adv
March 22 (T)	Access Adv
March 31 (Th)	Excel Macros
April 4-5 (M,T)	Access Basic
April 11 (M)	Excel Basic
April 14 (Th)	One Note (9AM - 12PM)
April 19 (T)	Excel Interm
May 5-6 (Th,F)	Access Interm
May 9 (M)	One Note (1PM - 4PM)
May 12 (Th)	Excel Adv
May 17 (T)	Access Adv
Aug 22-23 (M,T)	Access Basic
Aug 30 (T)	Excel Macros
Aug 31 (W)	One Note (9AM - 12PM)
Sept 8 (Th)	Excel Basic
Sept 15,16 (Th,F)	Access Interm
Sept 27 (T)	Excel Interm
Oct 3 (M)	OneNote (1PM - 4PM)
Oct 7 (F)	Access Adv
Oct 18 (T)	Excel Adv
Oct 27,28 (Th,F)	Access Basic
Nov 1 (T)	Excel Basic
Nov 4 (F)	Excel Macros
Nov 8 (T)	One Note (9AM - 12PM)
Nov 17,18 (Th,F)	Access Interm
Nov 29 (T)	Excel Interm