

## Office Star

### Adobe Acrobat

#### Adobe Acrobat Pro DC - Advanced / 395 USD / Days: 1

In this course, students will use Adobe Acrobat Pro DC to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing.

12/16	·	12/16/19	OLL	8:00 AM - 4:00 PM	MEM
12/16	·	12/16/19	OLL	8:00 AM - 4:00 PM	MEM
01/14	·	01/14/20	OLL	8:00 AM - 4:00 PM	MEM
02/07	·	02/07/20	OLL	10:00 AM - 6:00 PM	MEM
02/25	·	02/25/20	OLL	8:00 AM - 4:00 PM	MEM
03/06	·	03/06/20	OLL	8:00 AM - 4:00 PM	MEM
03/25	·	03/25/20	OLL	10:00 AM - 6:00 PM	MEM
04/07	·	04/07/20	OLL	8:00 AM - 4:00 PM	MEM
04/20	·	04/20/20	OLL	8:00 AM - 4:00 PM	MEM
04/29	·	04/29/20	OLL	8:00 AM - 4:00 PM	MEM
05/15	·	05/15/20	OLL	10:00 AM - 6:00 PM	MEM
05/26	·	05/26/20	OLL	8:00 AM - 4:00 PM	MEM
06/03	·	06/03/20	OLL	8:00 AM - 4:00 PM	MEM
06/17	·	06/17/20	OLL	8:00 AM - 4:00 PM	MEM
06/26	·	06/26/20	OLL	10:00 AM - 6:00 PM	MEM

#### Adobe Acrobat Pro DC - Introduction / 395 USD / Days: 1

Adobe Acrobat Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality & features available in Acrobat, you will ensure the integrity of your documents regards of who views them.

12/11	·	12/11/19	OLL	8:00 AM - 4:00 PM	MEM
12/20	·	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
01/10	·	01/10/20	OLL	8:00 AM - 4:00 PM	MEM
01/20	·	01/20/20	OLL	8:00 AM - 4:00 PM	MEM
01/31	·	01/31/20	OLL	10:00 AM - 6:00 PM	MEM
02/12	·	02/12/20	OLL	8:00 AM - 4:00 PM	MEM
02/19	·	02/19/20	OLL	8:00 AM - 4:00 PM	MEM
02/28	·	02/28/20	OLL	8:00 AM - 4:00 PM	MEM
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04/22	·	04/22/20	OLL	8:00 AM - 4:00 PM	MEM
05/04	·	05/04/20	OLL	8:00 AM - 4:00 PM	MEM
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05/20	·	05/20/20	OLL	8:00 AM - 4:00 PM	MEM

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06/08	·	06/08/20	OLL	8:00 AM - 4:00 PM	MEM
06/22	·	06/22/20	OLL	10:00 AM - 6:00 PM	MEM
06/30	·	06/30/20	OLL	8:00 AM - 4:00 PM	MEM

### Microsoft Access

#### Access 2010 - Part 1 / 590 USD / Days: 2

In this course, students will learn how to use Access 2010 to manage your data, including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.

12/17	·	12/18/19	OLL	8:00 AM - 4:00 PM	MEM
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#### Access 2013 - Part 1 / 590 USD / Days: 2

In this course, students will learn how to use Access 2013 to manage data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

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12/12	·	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
01/14	·	01/15/20	OLL	8:00 AM - 4:00 PM	MEM
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04/15	·	04/16/20	OLL	8:00 AM - 4:00 PM	MEM
05/14	·	05/15/20	OLL	8:00 AM - 4:00 PM	MEM
06/16	·	06/17/20	OLL	8:00 AM - 4:00 PM	MEM

#### Access 2013 - Part 2 / 590 USD / Days: 2

In this course, students learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access and more.

12/16	·	12/17/19	OLL	8:00 AM - 4:00 PM	MEM
02/20	·	02/21/20	OLL	8:00 AM - 4:00 PM	MEM
04/23	·	04/24/20	OLL	8:00 AM - 4:00 PM	MEM
06/22	·	06/23/20	OLL	8:00 AM - 4:00 PM	MEM

#### Access 2016 - Part 1 / 590 USD / Days: 2

In this course, students will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

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12/10	·	12/11/19	OLL	8:00 AM - 4:00 PM	MEM
12/16	·	12/17/19	OLL	10:00 AM - 6:00 PM	MEM
12/19	·	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
12/26	·	12/27/19	OLL	8:00 AM - 4:00 PM	MEM
01/02	·	01/03/20	OLL	8:00 AM - 4:00 PM	MEM
01/06	·	01/07/20	OLL	8:00 AM - 4:00 PM	MEM
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01/23	·	01/24/20	OLL	8:00 AM - 4:00 PM	MEM
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02/11	·	02/12/20	OLL	8:00 AM - 4:00 PM	MEM
02/13	·	02/14/20	OLL	8:00 AM - 4:00 PM	MEM
02/17	·	02/18/20	OLL	10:00 AM - 6:00 PM	MEM
02/20	·	02/21/20	OLL	8:00 AM - 4:00 PM	MEM
02/25	·	02/26/20	OLL	8:00 AM - 4:00 PM	MEM
03/02	·	03/03/20	OLL	8:00 AM - 4:00 PM	MEM
03/05	·	03/06/20	OLL	8:00 AM - 4:00 PM	MEM
03/10	·	03/11/20	OLL	8:00 AM - 4:00 PM	MEM
03/16	·	03/17/20	OLL	8:00 AM - 4:00 PM	MEM
03/19	·	03/20/20	OLL	10:00 AM - 6:00 PM	MEM
03/24	·	03/25/20	OLL	8:00 AM - 4:00 PM	MEM
03/30	·	03/31/20	OLL	8:00 AM - 4:00 PM	MEM
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04/16	·	04/17/20	OLL	8:00 AM - 4:00 PM	MEM
04/21	·	04/22/20	OLL	8:00 AM - 4:00 PM	MEM
04/27	·	04/28/20	OLL	8:00 AM - 4:00 PM	MEM
04/29	·	04/30/20	OLL	8:00 AM - 4:00 PM	MEM
05/04	·	05/05/20	OLL	8:00 AM - 4:00 PM	MEM
05/07	·	05/08/20	OLL	8:00 AM - 4:00 PM	MEM
05/12	·	05/13/20	OLL	8:00 AM - 4:00 PM	MEM
05/18	·	05/19/20	OLL	10:00 AM - 6:00 PM	MEM

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05/26	05/27/20	OLL	8:00 AM - 4:00 PM	MEM
06/01	06/02/20	OLL	8:00 AM - 4:00 PM	MEM
06/04	06/05/20	OLL	8:00 AM - 4:00 PM	MEM
06/08	06/09/20	OLL	8:00 AM - 4:00 PM	MEM
06/11	06/12/20	OLL	8:00 AM - 4:00 PM	MEM
06/11	06/12/20	OLL	8:00 AM - 4:00 PM	MEM
06/16	06/17/20	OLL	8:00 AM - 4:00 PM	MEM
06/22	06/23/20	OLL	10:00 AM - 6:00 PM	MEM
06/25	06/26/20	OLL	8:00 AM - 4:00 PM	MEM
06/30	07/01/20	OLL	8:00 AM - 4:00 PM	MEM
07/16	07/17/20	OLL	8:00 AM - 4:00 PM	MEM
08/20	08/21/20	OLL	8:00 AM - 4:00 PM	MEM
09/01	09/02/20	OLL	8:00 AM - 4:00 PM	MEM
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You've covered many of the basic functions of Microsoft® Office Access® 2016, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

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12/19	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
12/19	12/20/19	OLL	10:00 AM - 6:00 PM	MEM
01/08	01/09/20	OLL	8:00 AM - 4:00 PM	MEM
01/16	01/17/20	OLL	8:00 AM - 4:00 PM	MEM
01/27	01/28/20	OLL	8:00 AM - 4:00 PM	MEM
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04/09	04/10/20	OLL	8:00 AM - 4:00 PM	MEM
04/16	04/17/20	OLL	8:00 AM - 4:00 PM	MEM
04/20	04/21/20	OLL	8:00 AM - 4:00 PM	MEM
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05/06	05/07/20	OLL	8:00 AM - 4:00 PM	MEM
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05/28	05/29/20	OLL	10:00 AM - 6:00 PM	MEM
06/03	06/04/20	OLL	8:00 AM - 4:00 PM	MEM
06/10	06/11/20	OLL	8:00 AM - 4:00 PM	MEM
06/18	06/19/20	OLL	8:00 AM - 4:00 PM	MEM
06/25	06/26/20	OLL	8:00 AM - 4:00 PM	MEM
06/29	06/30/20	OLL	10:00 AM - 6:00 PM	MEM
07/20	07/21/20	OLL	8:00 AM - 4:00 PM	MEM
07/20	07/21/20	OLL	8:00 AM - 4:00 PM	MEM
09/28	09/29/20	OLL	8:00 AM - 4:00 PM	MEM
10/08	10/09/20	OLL	8:00 AM - 4:00 PM	MEM
10/21	10/22/20	OLL	8:00 AM - 4:00 PM	MEM

### Microsoft Excel

#### Excel 2010 - Part 1 / 295 USD / Days: 1

In this course, students will use Microsoft® Office Excel® 2010 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

12/20	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
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#### Excel 2010 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational Microsoft® Office Excel® 2010 knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.

12/11	12/11/19	OLL	8:00 AM - 4:00 PM	MEM
12/27	12/27/19	OLL	8:00 AM - 4:00 PM	MEM
01/22	01/22/20	OLL	10:00 AM - 6:00 PM	MEM

### Excel 2013 - Part 1 / 295 USD / Days: 1

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12/09	12/09/19	OLL	8:00 AM - 4:00 PM	MEM
12/10	12/10/19	OLL	8:00 AM - 4:00 PM	MEM
12/18	12/18/19	OLL	8:00 AM - 4:00 PM	MEM
12/26	12/26/19	OLL	8:00 AM - 4:00 PM	MEM
01/06	01/06/20	OLL	8:00 AM - 4:00 PM	MEM
01/13	01/13/20	OLL	8:00 AM - 4:00 PM	MEM
01/21	01/21/20	OLL	8:00 AM - 4:00 PM	MEM
01/28	01/28/20	OLL	8:00 AM - 4:00 PM	MEM
02/04	02/04/20	OLL	8:00 AM - 4:00 PM	MEM
02/12	02/12/20	OLL	10:00 AM - 6:00 PM	MEM
02/19	02/19/20	OLL	8:00 AM - 4:00 PM	MEM
02/26	02/26/20	OLL	8:00 AM - 4:00 PM	MEM
03/09	03/09/20	OLL	8:00 AM - 4:00 PM	MEM
03/12	03/12/20	OLL	8:00 AM - 4:00 PM	MEM
03/20	03/20/20	OLL	8:00 AM - 4:00 PM	MEM
03/27	03/27/20	OLL	10:00 AM - 6:00 PM	MEM
04/06	04/06/20	OLL	8:00 AM - 4:00 PM	MEM
04/14	04/14/20	OLL	8:00 AM - 4:00 PM	MEM
04/21	04/21/20	OLL	8:00 AM - 4:00 PM	MEM
04/29	04/29/20	OLL	8:00 AM - 4:00 PM	MEM
05/07	05/07/20	OLL	10:00 AM - 6:00 PM	MEM
05/15	05/15/20	OLL	8:00 AM - 4:00 PM	MEM
05/22	05/22/20	OLL	8:00 AM - 4:00 PM	MEM
05/29	05/29/20	OLL	8:00 AM - 4:00 PM	MEM
06/09	06/09/20	OLL	8:00 AM - 4:00 PM	MEM
06/16	06/16/20	OLL	10:00 AM - 6:00 PM	MEM
06/24	06/24/20	OLL	8:00 AM - 4:00 PM	MEM
07/01	07/01/20	OLL	8:00 AM - 4:00 PM	MEM

### Excel 2013 - Part 2 / 295 USD / Days: 1

Students will build upon the foundational Microsoft® Office Excel® 2013 knowledge and skills already acquired and learn to create advanced workbooks and worksheets, including advanced formulas, tables, PivotTables, PivotCharts and data filtering.

12/10	12/10/19	OLL	8:00 AM - 4:00 PM	MEM
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	MEM
12/30	12/30/19	OLL	8:00 AM - 4:00 PM	MEM
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03/10	03/10/20	OLL	8:00 AM - 4:00 PM	MEM
03/16	03/16/20	OLL	8:00 AM - 4:00 PM	MEM
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03/31	03/31/20	OLL	10:00 AM - 6:00 PM	MEM
04/10	04/10/20	OLL	8:00 AM - 4:00 PM	MEM
04/17	04/17/20	OLL	8:00 AM - 4:00 PM	MEM
04/27	04/27/20	OLL	8:00 AM - 4:00 PM	MEM
05/04	05/04/20	OLL	8:00 AM - 4:00 PM	MEM
05/11	05/11/20	OLL	10:00 AM - 6:00 PM	MEM
05/19	05/19/20	OLL	8:00 AM - 4:00 PM	MEM
05/27	05/27/20	OLL	8:00 AM - 4:00 PM	MEM
06/02	06/02/20	OLL	8:00 AM - 4:00 PM	MEM
06/12	06/12/20	OLL	8:00 AM - 4:00 PM	MEM
06/19	06/19/20	OLL	10:00 AM - 6:00 PM	MEM
06/26	06/26/20	OLL	8:00 AM - 4:00 PM	MEM
07/02	07/02/20	OLL	8:00 AM - 4:00 PM	MEM

### Excel 2013 - Part 3 / 295 USD / Days: 1

In this course, students will learn some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyzing data, and using Excel data in other applications.

12/11	12/11/19	OLL	8:00 AM - 4:00 PM	MEM
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01/10	01/10/20	OLL	8:00 AM - 4:00 PM	MEM
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### Excel 2016 - Part 1 / 295 USD / Days: 1

<p>Are you looking to become a proficient Excel user? Professional Excel training from New Horizons can get you on the path to mastering this popular data spreadsheet software.</p>

<p>Through completing the introductory Excel 2016 training course, you'll develop foundational data manipulation knowledge and skills that you can build upon through additional training and use. With the Excel 2016 - Part 1 course under your belt, you'll feel confident using one of the world's most powerful applications.</p>

12/10	12/10/19	OLL	8:00 AM - 4:00 PM	MEM
12/10	12/10/19	OLL	8:00 AM - 4:00 PM	MEM
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12/10	12/10/19	OLL	10:00 AM - 6:00 PM	MEM
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
12/16	12/16/19	OLL	8:00 AM - 4:00 PM	MEM
12/16	12/16/19	OLL	8:00 AM - 4:00 PM	MEM
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12/18	12/18/19	OLL	10:00 AM - 6:00 PM	MEM
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	MEM
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	MEM
01/03	01/03/20	OLL	8:00 AM - 4:00 PM	MEM
01/06	01/06/20	OLL	8:00 AM - 4:00 PM	MEM
01/08	01/08/20	OLL	8:00 AM - 4:00 PM	MEM
01/09	01/09/20	OLL	8:00 AM - 4:00 PM	MEM
01/10	01/10/20	OLL	8:00 AM - 4:00 PM	MEM
01/13	01/13/20	OLL	8:00 AM - 4:00 PM	MEM
01/14	01/14/20	OLL	8:00 AM - 4:00 PM	MEM
01/15	01/15/20	OLL	8:00 AM - 4:00 PM	MEM
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01/29	01/29/20	OLL	8:00 AM - 4:00 PM	MEM
02/04	02/04/20	OLL	8:00 AM - 4:00 PM	MEM
02/05	02/05/20	OLL	8:00 AM - 4:00 PM	MEM
02/07	02/07/20	OLL	8:00 AM - 4:00 PM	MEM
02/11	02/11/20	OLL	8:00 AM - 4:00 PM	MEM
02/12	02/12/20	OLL	8:00 AM - 4:00 PM	MEM
02/13	02/13/20	OLL	8:00 AM - 4:00 PM	MEM
02/17	02/17/20	OLL	8:00 AM - 4:00 PM	MEM
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02/19	02/19/20	OLL	8:00 AM - 4:00 PM	MEM
02/21	02/21/20	OLL	8:00 AM - 4:00 PM	MEM
02/25	02/25/20	OLL	8:00 AM - 4:00 PM	MEM
02/27	02/27/20	OLL	8:00 AM - 4:00 PM	MEM
03/02	03/02/20	OLL	8:00 AM - 4:00 PM	MEM
03/03	03/03/20	OLL	8:00 AM - 4:00 PM	MEM
03/05	03/05/20	OLL	8:00 AM - 4:00 PM	MEM
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03/10	03/10/20	OLL	8:00 AM - 4:00 PM	MEM
03/12	03/12/20	OLL	8:00 AM - 4:00 PM	MEM
03/16	03/16/20	OLL	8:00 AM - 4:00 PM	MEM
03/18	03/18/20	OLL	8:00 AM - 4:00 PM	MEM
03/20	03/20/20	OLL	8:00 AM - 4:00 PM	MEM
03/23	03/23/20	OLL	8:00 AM - 4:00 PM	MEM
03/24	03/24/20	OLL	8:00 AM - 4:00 PM	MEM
03/27	03/27/20	OLL	8:00 AM - 4:00 PM	MEM
03/31	03/31/20	OLL	8:00 AM - 4:00 PM	MEM
04/02	04/02/20	OLL	8:00 AM - 4:00 PM	MEM
04/06	04/06/20	OLL	8:00 AM - 4:00 PM	MEM
04/07	04/07/20	OLL	8:00 AM - 4:00 PM	MEM
04/08	04/08/20	OLL	8:00 AM - 4:00 PM	MEM
04/10	04/10/20	OLL	8:00 AM - 4:00 PM	MEM

## Office Star

### Excel 2016 - Part 1 / 295 USD / Days: 1

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04/13	04/13/20	OLL	8:00 AM - 4:00 PM	MEM
04/14	04/14/20	OLL	8:00 AM - 4:00 PM	MEM
04/16	04/16/20	OLL	8:00 AM - 4:00 PM	MEM
04/20	04/20/20	OLL	8:00 AM - 4:00 PM	MEM
04/22	04/22/20	OLL	8:00 AM - 4:00 PM	MEM
04/24	04/24/20	OLL	8:00 AM - 4:00 PM	MEM
04/27	04/27/20	OLL	8:00 AM - 4:00 PM	MEM
04/28	04/28/20	OLL	10:00 AM - 6:00 PM	MEM
04/30	04/30/20	OLL	8:00 AM - 4:00 PM	MEM
05/01	05/01/20	OLL	8:00 AM - 4:00 PM	MEM
05/04	05/04/20	OLL	8:00 AM - 4:00 PM	MEM
05/06	05/06/20	OLL	8:00 AM - 4:00 PM	MEM
05/08	05/08/20	OLL	8:00 AM - 4:00 PM	MEM
05/12	05/12/20	OLL	8:00 AM - 4:00 PM	MEM
05/13	05/13/20	OLL	8:00 AM - 4:00 PM	MEM
05/14	05/14/20	OLL	8:00 AM - 4:00 PM	MEM
05/18	05/18/20	OLL	8:00 AM - 4:00 PM	MEM
05/19	05/19/20	OLL	8:00 AM - 4:00 PM	MEM
05/20	05/20/20	OLL	8:00 AM - 4:00 PM	MEM
05/21	05/21/20	OLL	8:00 AM - 4:00 PM	MEM
05/22	05/22/20	OLL	8:00 AM - 4:00 PM	MEM
05/26	05/26/20	OLL	8:00 AM - 4:00 PM	MEM
05/28	05/28/20	OLL	8:00 AM - 4:00 PM	MEM
06/01	06/01/20	OLL	8:00 AM - 4:00 PM	MEM
06/03	06/03/20	OLL	8:00 AM - 4:00 PM	MEM
06/08	06/08/20	OLL	8:00 AM - 4:00 PM	MEM
06/08	06/08/20	OLL	8:00 AM - 4:00 PM	MEM
06/11	06/11/20	OLL	8:00 AM - 4:00 PM	MEM
06/15	06/15/20	OLL	8:00 AM - 4:00 PM	MEM
06/17	06/17/20	OLL	8:00 AM - 4:00 PM	MEM
06/19	06/19/20	OLL	8:00 AM - 4:00 PM	MEM
06/22	06/22/20	OLL	8:00 AM - 4:00 PM	MEM
06/24	06/24/20	OLL	8:00 AM - 4:00 PM	MEM

### Excel 2016 - Part 1 / 295 USD / Days: 1

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06/26	06/26/20	OLL	8:00 AM - 4:00 PM	MEM
06/30	06/30/20	OLL	8:00 AM - 4:00 PM	MEM
07/01	07/01/20	OLL	8:00 AM - 4:00 PM	MEM
07/06	07/06/20	OLL	8:00 AM - 4:00 PM	MEM
07/22	07/22/20	OLL	8:00 AM - 4:00 PM	MEM
08/03	08/03/20	OLL	8:00 AM - 4:00 PM	MEM
08/17	08/17/20	OLL	8:00 AM - 4:00 PM	MEM
09/08	09/08/20	OLL	8:00 AM - 4:00 PM	MEM
09/09	09/09/20	OLL	8:00 AM - 4:00 PM	MEM
10/05	10/05/20	OLL	8:00 AM - 4:00 PM	MEM
10/29	10/29/20	OLL	8:00 AM - 4:00 PM	MEM
11/02	11/02/20	OLL	8:00 AM - 4:00 PM	MEM
11/26	11/26/20	OLL	8:00 AM - 4:00 PM	MEM
12/07	12/07/20	OLL	8:00 AM - 4:00 PM	MEM

### Excel 2016 - Part 2 / 295 USD / Days: 1

<p>You've mastered the basics of Excel. In Excel 2016 - Part 2 training, you'll build upon your data manipulation skills and unlock more capabilities within the platform.</p>

<p>Deepen your understanding of Excel by learning how to create advanced workbooks and worksheets. With Part 2 training from New Horizons under your belt, you'll be ready to create custom formulas, apply built-in Excel functions and manipulate data to extract the insights you need.</p>

12/12	12/12/19	OLL	10:00 AM - 6:00 PM	MEM
12/12	12/12/19	OLL	10:00 AM - 6:00 PM	MEM
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
12/16	12/16/19	OLL	8:00 AM - 4:00 PM	MEM
12/16	12/16/19	OLL	8:00 AM - 4:00 PM	MEM
12/17	12/17/19	OLL	8:00 AM - 4:00 PM	MEM
12/17	12/17/19	OLL	8:00 AM - 4:00 PM	MEM
12/17	12/17/19	OLL	8:00 AM - 4:00 PM	MEM
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
12/26	12/26/19	OLL	8:00 AM - 4:00 PM	MEM

### Excel 2016 - Part 2 / 295 USD / Days: 1

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01/02	01/02/20	OLL	8:00 AM - 4:00 PM	MEM
01/06	01/06/20	OLL	8:00 AM - 4:00 PM	MEM
01/06	01/06/20	OLL	8:00 AM - 4:00 PM	MEM
01/07	01/07/20	OLL	8:00 AM - 4:00 PM	MEM
01/08	01/08/20	OLL	8:00 AM - 4:00 PM	MEM
01/08	01/08/20	OLL	8:00 AM - 4:00 PM	MEM
01/09	01/09/20	OLL	8:00 AM - 4:00 PM	MEM
01/10	01/10/20	OLL	8:00 AM - 4:00 PM	MEM
01/13	01/13/20	OLL	8:00 AM - 4:00 PM	MEM
01/14	01/14/20	OLL	8:00 AM - 4:00 PM	MEM
01/14	01/14/20	OLL	8:00 AM - 4:00 PM	MEM
01/15	01/15/20	OLL	8:00 AM - 4:00 PM	MEM
01/17	01/17/20	OLL	8:00 AM - 4:00 PM	MEM
01/20	01/20/20	OLL	8:00 AM - 4:00 PM	MEM
01/20	01/20/20	OLL	8:00 AM - 4:00 PM	MEM
01/22	01/22/20	OLL	8:00 AM - 4:00 PM	MEM
01/22	01/22/20	OLL	8:00 AM - 4:00 PM	MEM
01/24	01/24/20	OLL	8:00 AM - 4:00 PM	MEM
01/24	01/24/20	OLL	8:00 AM - 4:00 PM	MEM
01/24	01/24/20	OLL	8:00 AM - 4:00 PM	MEM
01/27	01/27/20	OLL	8:00 AM - 4:00 PM	MEM
01/28	01/28/20	OLL	8:00 AM - 4:00 PM	MEM
01/28	01/28/20	OLL	8:00 AM - 4:00 PM	MEM
01/30	01/30/20	OLL	8:00 AM - 4:00 PM	MEM
01/30	01/30/20	OLL	8:00 AM - 4:00 PM	MEM
01/31	01/31/20	OLL	8:00 AM - 4:00 PM	MEM
02/04	02/04/20	OLL	8:00 AM - 4:00 PM	MEM
02/04	02/04/20	OLL	8:00 AM - 4:00 PM	MEM
02/06	02/06/20	OLL	8:00 AM - 4:00 PM	MEM
02/06	02/06/20	OLL	8:00 AM - 4:00 PM	MEM
02/07	02/07/20	OLL	8:00 AM - 4:00 PM	MEM
02/10	02/10/20	OLL	8:00 AM - 4:00 PM	MEM
02/10	02/10/20	OLL	8:00 AM - 4:00 PM	MEM
02/12	02/12/20	OLL	8:00 AM - 4:00 PM	MEM

## Office Star

### Excel 2016 - Part 2 / 295 USD / Days: 1

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02/12	02/12/20	OLL	8:00 AM - 4:00 PM	MEM
02/13	02/13/20	OLL	8:00 AM - 4:00 PM	MEM
02/14	02/14/20	OLL	8:00 AM - 4:00 PM	MEM
02/14	02/14/20	OLL	8:00 AM - 4:00 PM	MEM
02/17	02/17/20	OLL	8:00 AM - 4:00 PM	MEM
02/18	02/18/20	OLL	8:00 AM - 4:00 PM	MEM
02/18	02/18/20	OLL	8:00 AM - 4:00 PM	MEM
02/19	02/19/20	OLL	8:00 AM - 4:00 PM	MEM
02/20	02/20/20	OLL	8:00 AM - 4:00 PM	MEM
02/20	02/20/20	OLL	8:00 AM - 4:00 PM	MEM
02/24	02/24/20	OLL	8:00 AM - 4:00 PM	MEM
02/26	02/26/20	OLL	8:00 AM - 4:00 PM	MEM
02/26	02/26/20	OLL	8:00 AM - 4:00 PM	MEM
02/28	02/28/20	OLL	8:00 AM - 4:00 PM	MEM
02/28	02/28/20	OLL	8:00 AM - 4:00 PM	MEM
03/03	03/03/20	OLL	8:00 AM - 4:00 PM	MEM
03/03	03/03/20	OLL	8:00 AM - 4:00 PM	MEM
03/04	03/04/20	OLL	8:00 AM - 4:00 PM	MEM
03/05	03/05/20	OLL	8:00 AM - 4:00 PM	MEM
03/05	03/05/20	OLL	8:00 AM - 4:00 PM	MEM
03/09	03/09/20	OLL	8:00 AM - 4:00 PM	MEM
03/09	03/09/20	OLL	8:00 AM - 4:00 PM	MEM
03/10	03/10/20	OLL	8:00 AM - 4:00 PM	MEM
03/11	03/11/20	OLL	8:00 AM - 4:00 PM	MEM
03/11	03/11/20	OLL	8:00 AM - 4:00 PM	MEM
03/12	03/12/20	OLL	8:00 AM - 4:00 PM	MEM
03/13	03/13/20	OLL	8:00 AM - 4:00 PM	MEM
03/19	03/19/20	OLL	10:00 AM - 6:00 PM	MEM
03/19	03/19/20	OLL	10:00 AM - 6:00 PM	MEM
03/23	03/23/20	OLL	8:00 AM - 4:00 PM	MEM
03/23	03/23/20	OLL	8:00 AM - 4:00 PM	MEM
03/24	03/24/20	OLL	8:00 AM - 4:00 PM	MEM
03/25	03/25/20	OLL	8:00 AM - 4:00 PM	MEM
03/30	03/30/20	OLL	8:00 AM - 4:00 PM	MEM

### Excel 2016 - Part 2 / 295 USD / Days: 1

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03/30	03/30/20	OLL	10:00 AM - 6:00 PM	MEM
03/31	03/31/20	OLL	8:00 AM - 4:00 PM	MEM
04/01	04/01/20	OLL	8:00 AM - 4:00 PM	MEM
04/01	04/01/20	OLL	8:00 AM - 4:00 PM	MEM
04/03	04/03/20	OLL	8:00 AM - 4:00 PM	MEM
04/03	04/03/20	OLL	10:00 AM - 6:00 PM	MEM
04/06	04/06/20	OLL	8:00 AM - 4:00 PM	MEM
04/07	04/07/20	OLL	8:00 AM - 4:00 PM	MEM
04/07	04/07/20	OLL	8:00 AM - 4:00 PM	MEM
04/09	04/09/20	OLL	8:00 AM - 4:00 PM	MEM
04/09	04/09/20	OLL	8:00 AM - 4:00 PM	MEM
04/13	04/13/20	OLL	8:00 AM - 4:00 PM	MEM
04/13	04/13/20	OLL	8:00 AM - 4:00 PM	MEM
04/14	04/14/20	OLL	8:00 AM - 4:00 PM	MEM
04/14	04/14/20	OLL	8:00 AM - 4:00 PM	MEM
04/15	04/15/20	OLL	8:00 AM - 4:00 PM	MEM
04/15	04/15/20	OLL	8:00 AM - 4:00 PM	MEM
04/17	04/17/20	OLL	8:00 AM - 4:00 PM	MEM
04/17	04/17/20	OLL	8:00 AM - 4:00 PM	MEM
04/21	04/21/20	OLL	8:00 AM - 4:00 PM	MEM
04/21	04/21/20	OLL	8:00 AM - 4:00 PM	MEM
04/22	04/22/20	OLL	10:00 AM - 6:00 PM	MEM
04/23	04/23/20	OLL	8:00 AM - 4:00 PM	MEM
04/24	04/24/20	OLL	8:00 AM - 4:00 PM	MEM
04/27	04/27/20	OLL	8:00 AM - 4:00 PM	MEM
04/27	04/27/20	OLL	8:00 AM - 4:00 PM	MEM
04/28	04/28/20	OLL	8:00 AM - 4:00 PM	MEM
04/29	04/29/20	OLL	8:00 AM - 4:00 PM	MEM
04/29	04/29/20	OLL	8:00 AM - 4:00 PM	MEM
04/30	04/30/20	OLL	8:00 AM - 4:00 PM	MEM
05/01	05/01/20	OLL	8:00 AM - 4:00 PM	MEM
05/01	05/01/20	OLL	8:00 AM - 4:00 PM	MEM
05/05	05/05/20	OLL	8:00 AM - 4:00 PM	MEM
05/05	05/05/20	OLL	8:00 AM - 4:00 PM	MEM

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05/07	05/07/20	OLL	8:00 AM - 4:00 PM	MEM
05/07	05/07/20	OLL	8:00 AM - 4:00 PM	MEM
05/08	05/08/20	OLL	8:00 AM - 4:00 PM	MEM
05/11	05/11/20	OLL	8:00 AM - 4:00 PM	MEM
05/11	05/11/20	OLL	8:00 AM - 4:00 PM	MEM
05/13	05/13/20	OLL	8:00 AM - 4:00 PM	MEM
05/13	05/13/20	OLL	8:00 AM - 4:00 PM	MEM
05/14	05/14/20	OLL	8:00 AM - 4:00 PM	MEM
05/15	05/15/20	OLL	8:00 AM - 4:00 PM	MEM
05/19	05/19/20	OLL	8:00 AM - 4:00 PM	MEM
05/19	05/19/20	OLL	8:00 AM - 4:00 PM	MEM
05/20	05/20/20	OLL	8:00 AM - 4:00 PM	MEM
05/21	05/21/20	OLL	8:00 AM - 4:00 PM	MEM
05/21	05/21/20	OLL	10:00 AM - 6:00 PM	MEM
05/22	05/22/20	OLL	8:00 AM - 4:00 PM	MEM
05/27	05/27/20	OLL	8:00 AM - 4:00 PM	MEM
05/27	05/27/20	OLL	8:00 AM - 4:00 PM	MEM
05/28	05/28/20	OLL	8:00 AM - 4:00 PM	MEM
05/29	05/29/20	OLL	8:00 AM - 4:00 PM	MEM
05/29	05/29/20	OLL	8:00 AM - 4:00 PM	MEM
06/02	06/02/20	OLL	8:00 AM - 4:00 PM	MEM
06/02	06/02/20	OLL	8:00 AM - 4:00 PM	MEM
06/03	06/03/20	OLL	8:00 AM - 4:00 PM	MEM
06/04	06/04/20	OLL	8:00 AM - 4:00 PM	MEM
06/04	06/04/20	OLL	10:00 AM - 6:00 PM	MEM
06/09	06/09/20	OLL	8:00 AM - 4:00 PM	MEM
06/10	06/10/20	OLL	8:00 AM - 4:00 PM	MEM
06/10	06/10/20	OLL	8:00 AM - 4:00 PM	MEM
06/12	06/12/20	OLL	8:00 AM - 4:00 PM	MEM
06/16	06/16/20	OLL	8:00 AM - 4:00 PM	MEM
06/16	06/16/20	OLL	8:00 AM - 4:00 PM	MEM
06/16	06/16/20	OLL	8:00 AM - 4:00 PM	MEM
06/22	06/22/20	OLL	8:00 AM - 4:00 PM	MEM
06/22	06/22/20	OLL	8:00 AM - 4:00 PM	MEM

## Office Star

### Excel 2016 - Part 2 / 295 USD / Days: 1

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06/23	06/23/20	OLL	8:00 AM - 4:00 PM	MEM
06/25	06/25/20	OLL	8:00 AM - 4:00 PM	MEM
06/29	06/29/20	OLL	8:00 AM - 4:00 PM	MEM
06/29	06/29/20	OLL	8:00 AM - 4:00 PM	MEM
07/01	07/01/20	OLL	8:00 AM - 4:00 PM	MEM
07/01	07/01/20	OLL	8:00 AM - 4:00 PM	MEM
07/07	07/07/20	OLL	8:00 AM - 4:00 PM	MEM
07/23	07/23/20	OLL	8:00 AM - 4:00 PM	MEM
08/04	08/04/20	OLL	8:00 AM - 4:00 PM	MEM
08/18	08/18/20	OLL	8:00 AM - 4:00 PM	MEM
09/09	09/09/20	OLL	8:00 AM - 4:00 PM	MEM
09/11	09/11/20	OLL	8:00 AM - 4:00 PM	MEM
10/06	10/06/20	OLL	8:00 AM - 4:00 PM	MEM
10/30	10/30/20	OLL	8:00 AM - 4:00 PM	MEM
11/02	11/02/20	OLL	8:00 AM - 4:00 PM	MEM
11/03	11/03/20	OLL	8:00 AM - 4:00 PM	MEM
11/27	11/27/20	OLL	8:00 AM - 4:00 PM	MEM

### Excel 2016 - Part 3 / 295 USD / Days: 1

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<p>This advanced Excel course builds off learnings from Excel 2016 - Parts 1 & 2 and prepares you to complete difficult Excel tasks such as LOOKUPS, macros and more. The course also covers Microsoft Office Specialist exam objectives to help you prep for the certification exam.</p>

12/11	12/11/19	OLL	8:00 AM - 4:00 PM	MEM
12/11	12/11/19	OLL	8:00 AM - 4:00 PM	MEM
12/16	12/16/19	OLL	8:00 AM - 4:00 PM	MEM
12/16	12/16/19	OLL	10:00 AM - 6:00 PM	MEM
12/17	12/17/19	OLL	8:00 AM - 4:00 PM	MEM
12/19	12/19/19	OLL	8:00 AM - 4:00 PM	MEM
12/19	12/19/19	OLL	8:00 AM - 4:00 PM	MEM
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	MEM
12/27	12/27/19	OLL	8:00 AM - 4:00 PM	MEM

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01/03	01/03/20	OLL	8:00 AM - 4:00 PM	MEM
01/07	01/07/20	OLL	8:00 AM - 4:00 PM	MEM
01/08	01/08/20	OLL	8:00 AM - 4:00 PM	MEM
01/09	01/09/20	OLL	8:00 AM - 4:00 PM	MEM
01/10	01/10/20	OLL	8:00 AM - 4:00 PM	MEM
01/10	01/10/20	OLL	8:00 AM - 4:00 PM	MEM
01/15	01/15/20	OLL	8:00 AM - 4:00 PM	MEM
01/16	01/16/20	OLL	8:00 AM - 4:00 PM	MEM
01/17	01/17/20	OLL	8:00 AM - 4:00 PM	MEM
01/24	01/24/20	OLL	8:00 AM - 4:00 PM	MEM
01/29	01/29/20	OLL	8:00 AM - 4:00 PM	MEM
01/31	01/31/20	OLL	8:00 AM - 4:00 PM	MEM
02/03	02/03/20	OLL	8:00 AM - 4:00 PM	MEM
02/05	02/05/20	OLL	8:00 AM - 4:00 PM	MEM
02/07	02/07/20	OLL	8:00 AM - 4:00 PM	MEM
02/10	02/10/20	OLL	8:00 AM - 4:00 PM	MEM
02/11	02/11/20	OLL	8:00 AM - 4:00 PM	MEM
02/14	02/14/20	OLL	8:00 AM - 4:00 PM	MEM
02/17	02/17/20	OLL	8:00 AM - 4:00 PM	MEM
02/19	02/19/20	OLL	8:00 AM - 4:00 PM	MEM
02/25	02/25/20	OLL	8:00 AM - 4:00 PM	MEM
02/27	02/27/20	OLL	8:00 AM - 4:00 PM	MEM
02/28	02/28/20	OLL	8:00 AM - 4:00 PM	MEM
03/02	03/02/20	OLL	8:00 AM - 4:00 PM	MEM
03/04	03/04/20	OLL	8:00 AM - 4:00 PM	MEM
03/05	03/05/20	OLL	8:00 AM - 4:00 PM	MEM
03/06	03/06/20	OLL	8:00 AM - 4:00 PM	MEM
03/10	03/10/20	OLL	8:00 AM - 4:00 PM	MEM
03/11	03/11/20	OLL	8:00 AM - 4:00 PM	MEM
03/12	03/12/20	OLL	8:00 AM - 4:00 PM	MEM
03/16	03/16/20	OLL	8:00 AM - 4:00 PM	MEM
03/18	03/18/20	OLL	10:00 AM - 6:00 PM	MEM
03/20	03/20/20	OLL	8:00 AM - 4:00 PM	MEM

### Excel 2016 - Part 3 / 295 USD / Days: 1

<p>Excel is a powerhouse spreadsheet software used by companies small and large. Master this popular platform by completing the Excel 2016 - Part 3 course from New Horizons.</p>

<p>This advanced Excel course builds off learnings from Excel 2016 - Parts 1 & 2 and prepares you to complete difficult Excel tasks such as LOOKUPS, macros and more. The course also covers Microsoft Office Specialist exam objectives to help you prep for the certification exam.</p>

03/24	03/24/20	OLL	8:00 AM - 4:00 PM	MEM
03/25	03/25/20	OLL	8:00 AM - 4:00 PM	MEM
03/26	03/26/20	OLL	8:00 AM - 4:00 PM	MEM
03/26	03/26/20	OLL	8:00 AM - 4:00 PM	MEM
03/27	03/27/20	OLL	8:00 AM - 4:00 PM	MEM
03/31	03/31/20	OLL	8:00 AM - 4:00 PM	MEM
04/02	04/02/20	OLL	8:00 AM - 4:00 PM	MEM
04/08	04/08/20	OLL	8:00 AM - 4:00 PM	MEM
04/10	04/10/20	OLL	8:00 AM - 4:00 PM	MEM
04/14	04/14/20	OLL	10:00 AM - 6:00 PM	MEM
04/15	04/15/20	OLL	8:00 AM - 4:00 PM	MEM
04/17	04/17/20	OLL	8:00 AM - 4:00 PM	MEM
04/20	04/20/20	OLL	8:00 AM - 4:00 PM	MEM
04/22	04/22/20	OLL	8:00 AM - 4:00 PM	MEM
04/24	04/24/20	OLL	8:00 AM - 4:00 PM	MEM
04/30	04/30/20	OLL	8:00 AM - 4:00 PM	MEM
05/01	05/01/20	OLL	8:00 AM - 4:00 PM	MEM
05/04	05/04/20	OLL	8:00 AM - 4:00 PM	MEM
05/06	05/06/20	OLL	8:00 AM - 4:00 PM	MEM
05/08	05/08/20	OLL	10:00 AM - 6:00 PM	MEM
05/12	05/12/20	OLL	8:00 AM - 4:00 PM	MEM
05/14	05/14/20	OLL	8:00 AM - 4:00 PM	MEM
05/15	05/15/20	OLL	8:00 AM - 4:00 PM	MEM
05/18	05/18/20	OLL	8:00 AM - 4:00 PM	MEM
05/20	05/20/20	OLL	8:00 AM - 4:00 PM	MEM
05/22	05/22/20	OLL	8:00 AM - 4:00 PM	MEM
05/26	05/26/20	OLL	8:00 AM - 4:00 PM	MEM
05/27	05/27/20	OLL	8:00 AM - 4:00 PM	MEM
05/28	05/28/20	OLL	8:00 AM - 4:00 PM	MEM
05/29	05/29/20	OLL	8:00 AM - 4:00 PM	MEM
06/01	06/01/20	OLL	8:00 AM - 4:00 PM	MEM
06/03	06/03/20	OLL	8:00 AM - 4:00 PM	MEM
06/04	06/04/20	OLL	8:00 AM - 4:00 PM	MEM

## Office Star

### Excel 2016 - Part 3 / 295 USD / Days: 1

<p>Excel is a powerhouse spreadsheet software used by companies small and large. Master this popular platform by completing the Excel 2016 - Part 3 course from New Horizons.</p>

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06/05	06/05/20	OLL	8:00 AM - 4:00 PM	MEM
06/10	06/10/20	OLL	8:00 AM - 4:00 PM	MEM
06/11	06/11/20	OLL	8:00 AM - 4:00 PM	MEM
06/15	06/15/20	OLL	8:00 AM - 4:00 PM	MEM
06/17	06/17/20	OLL	8:00 AM - 4:00 PM	MEM
06/22	06/22/20	OLL	8:00 AM - 4:00 PM	MEM
06/24	06/24/20	OLL	8:00 AM - 4:00 PM	MEM
06/25	06/25/20	OLL	8:00 AM - 4:00 PM	MEM
06/26	06/26/20	OLL	8:00 AM - 4:00 PM	MEM
07/02	07/02/20	OLL	8:00 AM - 4:00 PM	MEM
07/08	07/08/20	OLL	8:00 AM - 4:00 PM	MEM
07/24	07/24/20	OLL	8:00 AM - 4:00 PM	MEM
08/05	08/05/20	OLL	8:00 AM - 4:00 PM	MEM
08/19	08/19/20	OLL	8:00 AM - 4:00 PM	MEM
09/10	09/10/20	OLL	8:00 AM - 4:00 PM	MEM
09/14	09/14/20	OLL	8:00 AM - 4:00 PM	MEM
10/07	10/07/20	OLL	8:00 AM - 4:00 PM	MEM
11/03	11/03/20	OLL	8:00 AM - 4:00 PM	MEM
11/04	11/04/20	OLL	8:00 AM - 4:00 PM	MEM

### Excel 2019 - Part 1 / 295 USD / Days: 1

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software.

12/09	12/09/19	OLL	8:00 AM - 4:00 PM	MEM
12/09	12/09/19	OLL	8:00 AM - 4:00 PM	MEM
01/06	01/06/20	OLL	8:00 AM - 4:00 PM	MEM
01/09	01/09/20	OLL	10:00 AM - 6:00 PM	MEM
01/15	01/15/20	OLL	8:00 AM - 4:00 PM	MEM
01/22	01/22/20	OLL	8:00 AM - 4:00 PM	MEM
01/22	01/22/20	OLL	10:00 AM - 6:00 PM	MEM

### Excel 2019 - Part 1 / 295 USD / Days: 1

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software.

02/03	02/03/20	OLL	8:00 AM - 4:00 PM	MEM
02/06	02/06/20	OLL	10:00 AM - 6:00 PM	MEM
02/07	02/07/20	OLL	8:00 AM - 4:00 PM	MEM
02/24	02/24/20	OLL	10:00 AM - 6:00 PM	MEM
02/26	02/26/20	OLL	8:00 AM - 4:00 PM	MEM
03/06	03/06/20	OLL	8:00 AM - 4:00 PM	MEM
03/10	03/10/20	OLL	10:00 AM - 6:00 PM	MEM
03/13	03/13/20	OLL	8:00 AM - 4:00 PM	MEM
03/20	03/20/20	OLL	8:00 AM - 4:00 PM	MEM
03/26	03/26/20	OLL	10:00 AM - 6:00 PM	MEM
03/30	03/30/20	OLL	8:00 AM - 4:00 PM	MEM
03/30	03/30/20	OLL	8:00 AM - 4:00 PM	MEM
04/03	04/03/20	OLL	8:00 AM - 4:00 PM	MEM
04/06	04/06/20	OLL	8:00 AM - 4:00 PM	MEM
04/15	04/15/20	OLL	8:00 AM - 4:00 PM	MEM
04/22	04/22/20	OLL	8:00 AM - 4:00 PM	MEM
05/04	05/04/20	OLL	8:00 AM - 4:00 PM	MEM
05/13	05/13/20	OLL	8:00 AM - 4:00 PM	MEM
05/19	05/19/20	OLL	8:00 AM - 4:00 PM	MEM
05/27	05/27/20	OLL	8:00 AM - 4:00 PM	MEM
06/04	06/04/20	OLL	8:00 AM - 4:00 PM	MEM
06/05	06/05/20	OLL	8:00 AM - 4:00 PM	MEM
06/12	06/12/20	OLL	8:00 AM - 4:00 PM	MEM
06/22	06/22/20	OLL	8:00 AM - 4:00 PM	MEM
06/29	06/29/20	OLL	8:00 AM - 4:00 PM	MEM
07/02	07/02/20	OLL	8:00 AM - 4:00 PM	MEM
08/06	08/06/20	OLL	8:00 AM - 4:00 PM	MEM
09/15	09/15/20	OLL	8:00 AM - 4:00 PM	MEM
11/04	11/04/20	OLL	8:00 AM - 4:00 PM	MEM

### Excel 2019 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2019: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

12/12	12/12/19	OLL	10:00 AM - 6:00 PM	MEM
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
12/18	12/18/19	OLL	8:00 AM - 4:00 PM	MEM
12/18	12/18/19	OLL	8:00 AM - 4:00 PM	MEM
01/08	01/08/20	OLL	8:00 AM - 4:00 PM	MEM
01/08	01/08/20	OLL	8:00 AM - 4:00 PM	MEM
01/15	01/15/20	OLL	10:00 AM - 6:00 PM	MEM
01/16	01/16/20	OLL	8:00 AM - 4:00 PM	MEM
01/21	01/21/20	OLL	8:00 AM - 4:00 PM	MEM
01/24	01/24/20	OLL	8:00 AM - 4:00 PM	MEM
01/29	01/29/20	OLL	10:00 AM - 6:00 PM	MEM
02/04	02/04/20	OLL	8:00 AM - 4:00 PM	MEM
02/11	02/11/20	OLL	10:00 AM - 6:00 PM	MEM
02/14	02/14/20	OLL	8:00 AM - 4:00 PM	MEM
02/20	02/20/20	OLL	8:00 AM - 4:00 PM	MEM
02/28	02/28/20	OLL	8:00 AM - 4:00 PM	MEM
02/28	02/28/20	OLL	10:00 AM - 6:00 PM	MEM
03/10	03/10/20	OLL	8:00 AM - 4:00 PM	MEM
03/13	03/13/20	OLL	8:00 AM - 4:00 PM	MEM
03/16	03/16/20	OLL	10:00 AM - 6:00 PM	MEM
03/25	03/25/20	OLL	8:00 AM - 4:00 PM	MEM
03/31	03/31/20	OLL	8:00 AM - 4:00 PM	MEM
04/01	04/01/20	OLL	10:00 AM - 6:00 PM	MEM
04/07	04/07/20	OLL	8:00 AM - 4:00 PM	MEM
04/10	04/10/20	OLL	8:00 AM - 4:00 PM	MEM
04/17	04/17/20	OLL	8:00 AM - 4:00 PM	MEM
04/24	04/24/20	OLL	8:00 AM - 4:00 PM	MEM
05/11	05/11/20	OLL	8:00 AM - 4:00 PM	MEM
05/15	05/15/20	OLL	8:00 AM - 4:00 PM	MEM
05/22	05/22/20	OLL	8:00 AM - 4:00 PM	MEM
05/29	05/29/20	OLL	8:00 AM - 4:00 PM	MEM
06/08	06/08/20	OLL	8:00 AM - 4:00 PM	MEM
06/12	06/12/20	OLL	8:00 AM - 4:00 PM	MEM

## Office Star

### Excel 2019 - Part 2 / 295 USD / Days: 1

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06/16	06/16/20	OLL	8:00 AM - 4:00 PM	MEM
06/24	06/24/20	OLL	8:00 AM - 4:00 PM	MEM
06/29	06/29/20	OLL	8:00 AM - 4:00 PM	MEM
07/03	07/03/20	OLL	8:00 AM - 4:00 PM	MEM
08/10	08/10/20	OLL	8:00 AM - 4:00 PM	MEM
09/17	09/17/20	OLL	8:00 AM - 4:00 PM	MEM
11/05	11/05/20	OLL	8:00 AM - 4:00 PM	MEM

### Excel 2019 - Part 3 / 295 USD / Days: 1

This course builds upon the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2019: Part 1 and Microsoft® Office Excel® 2019: Part 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

12/17	12/17/19	OLL	8:00 AM - 4:00 PM	MEM
12/17	12/17/19	OLL	8:00 AM - 4:00 PM	MEM
12/20	12/20/19	OLL	10:00 AM - 6:00 PM	MEM
01/10	01/10/20	OLL	8:00 AM - 4:00 PM	MEM
01/20	01/20/20	OLL	10:00 AM - 6:00 PM	MEM
01/21	01/21/20	OLL	8:00 AM - 4:00 PM	MEM
01/24	01/24/20	OLL	8:00 AM - 4:00 PM	MEM
01/27	01/27/20	OLL	8:00 AM - 4:00 PM	MEM
02/03	02/03/20	OLL	10:00 AM - 6:00 PM	MEM
02/06	02/06/20	OLL	8:00 AM - 4:00 PM	MEM
02/17	02/17/20	OLL	8:00 AM - 4:00 PM	MEM
02/19	02/19/20	OLL	10:00 AM - 6:00 PM	MEM
02/21	02/21/20	OLL	8:00 AM - 4:00 PM	MEM
03/03	03/03/20	OLL	8:00 AM - 4:00 PM	MEM
03/04	03/04/20	OLL	10:00 AM - 6:00 PM	MEM
03/12	03/12/20	OLL	8:00 AM - 4:00 PM	MEM
03/17	03/17/20	OLL	8:00 AM - 4:00 PM	MEM
03/24	03/24/20	OLL	10:00 AM - 6:00 PM	MEM
03/27	03/27/20	OLL	8:00 AM - 4:00 PM	MEM

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04/02	04/02/20	OLL	8:00 AM - 4:00 PM	MEM
04/06	04/06/20	OLL	10:00 AM - 6:00 PM	MEM
04/10	04/10/20	OLL	8:00 AM - 4:00 PM	MEM
04/17	04/17/20	OLL	8:00 AM - 4:00 PM	MEM
04/21	04/21/20	OLL	8:00 AM - 4:00 PM	MEM
04/28	04/28/20	OLL	8:00 AM - 4:00 PM	MEM
05/18	05/18/20	OLL	8:00 AM - 4:00 PM	MEM
05/27	05/27/20	OLL	8:00 AM - 4:00 PM	MEM
06/02	06/02/20	OLL	8:00 AM - 4:00 PM	MEM
06/10	06/10/20	OLL	8:00 AM - 4:00 PM	MEM
06/18	06/18/20	OLL	8:00 AM - 4:00 PM	MEM
06/19	06/19/20	OLL	8:00 AM - 4:00 PM	MEM
07/01	07/01/20	OLL	8:00 AM - 4:00 PM	MEM
08/11	08/11/20	OLL	8:00 AM - 4:00 PM	MEM
09/18	09/18/20	OLL	8:00 AM - 4:00 PM	MEM
11/09	11/09/20	OLL	8:00 AM - 4:00 PM	MEM

### Microsoft Office

#### Microsoft Office 2016 - Transition from Office 2007/2010 / 295 USD / Days: 1

This course builds upon the foundational Microsoft Office 2007/2010 knowledge & skills. It focuses on the enhanced features students want to leverage to improve the way they manage, organize, present, and distribute their company's data and information.

01/31	01/31/20	OLL	8:00 AM - 4:00 PM	MEM
03/27	03/27/20	OLL	8:00 AM - 4:00 PM	MEM
05/22	05/22/20	OLL	8:00 AM - 4:00 PM	MEM

#### Office 365 Web Apps (with Skype for Business) / 295 USD / Days: 1

This course is an introduction to Microsoft® Office 365® with Skype® for Business in a cloud-based environment. It can be used as an orientation to the full suite of Office 365 cloud-based tools, or the Skype for Business lessons can be presented separately in a seminar-length presentation with the remaining material available for later student reference.

12/09	12/09/19	OLL	8:00 AM - 4:00 PM	MEM
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	MEM

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01/17	01/17/20	OLL	8:00 AM - 4:00 PM	MEM
02/18	02/18/20	OLL	8:00 AM - 4:00 PM	MEM
03/23	03/23/20	OLL	8:00 AM - 4:00 PM	MEM
04/22	04/22/20	OLL	8:00 AM - 4:00 PM	MEM
05/20	05/20/20	OLL	8:00 AM - 4:00 PM	MEM
06/23	06/23/20	OLL	8:00 AM - 4:00 PM	MEM

### Microsoft OneNote

#### OneNote 2013 / 295 USD / Days: 1

This course teaches you how to use the key components of the Microsoft® Office OneNote® 2013 application on a desktop, laptop, or Microsoft® Windows® 8 tablet device, when working in or away from the primary office or study environment.

01/31	01/31/20	OLL	8:00 AM - 4:00 PM	MEM
03/18	03/18/20	OLL	8:00 AM - 4:00 PM	MEM
05/07	05/07/20	OLL	8:00 AM - 4:00 PM	MEM

#### OneNote 2016 / 295 USD / Days: 1

This course provides a way for students to create and collect their notes. This course will introduce students to using OneNote notebooks to store a variety of content in an organized way, access the content from anywhere, and also share it.

12/13	12/13/19	OLL	10:00 AM - 6:00 PM	MEM
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
12/27	12/27/19	OLL	8:00 AM - 4:00 PM	MEM
01/06	01/06/20	OLL	8:00 AM - 4:00 PM	MEM
01/09	01/09/20	OLL	8:00 AM - 4:00 PM	MEM
01/21	01/21/20	OLL	8:00 AM - 4:00 PM	MEM
02/04	02/04/20	OLL	8:00 AM - 4:00 PM	MEM
02/14	02/14/20	OLL	8:00 AM - 4:00 PM	MEM
02/26	02/26/20	OLL	10:00 AM - 6:00 PM	MEM
03/06	03/06/20	OLL	8:00 AM - 4:00 PM	MEM
03/09	03/09/20	OLL	8:00 AM - 4:00 PM	MEM
03/23	03/23/20	OLL	8:00 AM - 4:00 PM	MEM
04/03	04/03/20	OLL	8:00 AM - 4:00 PM	MEM
04/09	04/09/20	OLL	8:00 AM - 4:00 PM	MEM
04/15	04/15/20	OLL	8:00 AM - 4:00 PM	MEM
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## Office Star

### OneNote 2016 / 295 USD / Days: 1

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04/28	04/28/20	OLL	8:00 AM - 4:00 PM	MEM
05/04	05/04/20	OLL	8:00 AM - 4:00 PM	MEM
05/05	05/05/20	OLL	8:00 AM - 4:00 PM	MEM
05/14	05/14/20	OLL	10:00 AM - 6:00 PM	MEM
05/27	05/27/20	OLL	8:00 AM - 4:00 PM	MEM
06/05	06/05/20	OLL	8:00 AM - 4:00 PM	MEM
06/15	06/15/20	OLL	8:00 AM - 4:00 PM	MEM
06/24	06/24/20	OLL	10:00 AM - 6:00 PM	MEM
06/29	06/29/20	OLL	8:00 AM - 4:00 PM	MEM
07/22	07/22/20	OLL	8:00 AM - 4:00 PM	MEM
09/04	09/04/20	OLL	8:00 AM - 4:00 PM	MEM
10/14	10/14/20	OLL	8:00 AM - 4:00 PM	MEM

### Microsoft Outlook

#### Outlook 2013 - Part 1 / 295 USD / Days: 1

Students will learn the basic skills needed to start using Outlook 2013 to manage email communications, calendar events, contact information, tasks, and notes.

12/12	12/12/19	OLL	8:00 AM - 4:00 PM	MEM
02/07	02/07/20	OLL	8:00 AM - 4:00 PM	MEM
04/01	04/01/20	OLL	8:00 AM - 4:00 PM	MEM
06/04	06/04/20	OLL	8:00 AM - 4:00 PM	MEM

#### Outlook 2013 - Part 2 / 295 USD / Days: 1

Students will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management.

12/20	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
02/12	02/12/20	OLL	8:00 AM - 4:00 PM	MEM
04/07	04/07/20	OLL	8:00 AM - 4:00 PM	MEM
06/10	06/10/20	OLL	8:00 AM - 4:00 PM	MEM

#### Outlook 2016 - Part 1 / 295 USD / Days: 1

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create Tasks and Notes for yourself, and customize the Outlook interface to suit your working style.

12/16	12/16/19	OLL	8:00 AM - 4:00 PM	MEM
12/16	12/16/19	OLL	10:00 AM - 6:00 PM	MEM
12/26	12/26/19	OLL	8:00 AM - 4:00 PM	MEM
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01/09	01/09/20	OLL	8:00 AM - 4:00 PM	MEM
01/16	01/16/20	OLL	10:00 AM - 6:00 PM	MEM
01/24	01/24/20	OLL	8:00 AM - 4:00 PM	MEM
01/31	01/31/20	OLL	8:00 AM - 4:00 PM	MEM
02/07	02/07/20	OLL	8:00 AM - 4:00 PM	MEM
02/18	02/18/20	OLL	8:00 AM - 4:00 PM	MEM
02/27	02/27/20	OLL	10:00 AM - 6:00 PM	MEM
03/06	03/06/20	OLL	8:00 AM - 4:00 PM	MEM
03/09	03/09/20	OLL	8:00 AM - 4:00 PM	MEM
03/17	03/17/20	OLL	8:00 AM - 4:00 PM	MEM
03/25	03/25/20	OLL	8:00 AM - 4:00 PM	MEM
04/03	04/03/20	OLL	8:00 AM - 4:00 PM	MEM
04/14	04/14/20	OLL	10:00 AM - 6:00 PM	MEM
04/23	04/23/20	OLL	8:00 AM - 4:00 PM	MEM
04/30	04/30/20	OLL	8:00 AM - 4:00 PM	MEM
05/05	05/05/20	OLL	8:00 AM - 4:00 PM	MEM
05/08	05/08/20	OLL	8:00 AM - 4:00 PM	MEM
05/19	05/19/20	OLL	8:00 AM - 4:00 PM	MEM
05/27	05/27/20	OLL	10:00 AM - 6:00 PM	MEM
06/05	06/05/20	OLL	8:00 AM - 4:00 PM	MEM
06/12	06/12/20	OLL	8:00 AM - 4:00 PM	MEM
06/19	06/19/20	OLL	8:00 AM - 4:00 PM	MEM
06/26	06/26/20	OLL	10:00 AM - 6:00 PM	MEM

#### Outlook 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Office Outlook® 2016: Part 1 course and will help students customize a communication system well-suited to your work styles.

12/11	12/11/19	OLL	8:00 AM - 4:00 PM	MEM
12/19	12/19/19	OLL	8:00 AM - 4:00 PM	MEM
12/19	12/19/19	OLL	10:00 AM - 6:00 PM	MEM
01/10	01/10/20	OLL	8:00 AM - 4:00 PM	MEM
01/21	01/21/20	OLL	10:00 AM - 6:00 PM	MEM
01/23	01/23/20	OLL	8:00 AM - 4:00 PM	MEM
01/28	01/28/20	OLL	8:00 AM - 4:00 PM	MEM
02/04	02/04/20	OLL	8:00 AM - 4:00 PM	MEM
02/11	02/11/20	OLL	8:00 AM - 4:00 PM	MEM

### Outlook 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Office Outlook® 2016: Part 1 course and will help students customize a communication system well-suited to your work styles.

02/21	02/21/20	OLL	8:00 AM - 4:00 PM	MEM
03/03	03/03/20	OLL	10:00 AM - 6:00 PM	MEM
03/13	03/13/20	OLL	8:00 AM - 4:00 PM	MEM
03/20	03/20/20	OLL	8:00 AM - 4:00 PM	MEM
03/23	03/23/20	OLL	8:00 AM - 4:00 PM	MEM
03/27	03/27/20	OLL	8:00 AM - 4:00 PM	MEM
04/08	04/08/20	OLL	8:00 AM - 4:00 PM	MEM
04/17	04/17/20	OLL	10:00 AM - 6:00 PM	MEM
04/27	04/27/20	OLL	8:00 AM - 4:00 PM	MEM
05/05	05/05/20	OLL	8:00 AM - 4:00 PM	MEM
05/13	05/13/20	OLL	10:00 AM - 6:00 PM	MEM
05/19	05/19/20	OLL	8:00 AM - 4:00 PM	MEM
05/22	05/22/20	OLL	8:00 AM - 4:00 PM	MEM
06/01	06/01/20	OLL	10:00 AM - 6:00 PM	MEM
06/09	06/09/20	OLL	8:00 AM - 4:00 PM	MEM
06/15	06/15/20	OLL	8:00 AM - 4:00 PM	MEM
06/23	06/23/20	OLL	8:00 AM - 4:00 PM	MEM
07/01	07/01/20	OLL	10:00 AM - 6:00 PM	MEM

### Microsoft PowerPoint

#### PowerPoint 2013 - Part 1 / 295 USD / Days: 1

In this course, you will use PowerPoint 2013 to begin creating engaging, dynamic multimedia presentations.

12/09	12/09/19	OLL	8:00 AM - 4:00 PM	MEM
01/29	01/29/20	OLL	8:00 AM - 4:00 PM	MEM
03/26	03/26/20	OLL	8:00 AM - 4:00 PM	MEM
05/28	05/28/20	OLL	8:00 AM - 4:00 PM	MEM

#### PowerPoint 2013 - Part 2 / 295 USD / Days: 1

PowerPoint® 2013 Part 2 provides the student with advanced tools that can help in delivering presentations in nearly any situation, while saving time and effort.

12/17	12/17/19	OLL	8:00 AM - 4:00 PM	MEM
12/17	12/17/19	OLL	8:00 AM - 4:00 PM	MEM
02/05	02/05/20	OLL	8:00 AM - 4:00 PM	MEM
03/31	03/31/20	OLL	8:00 AM - 4:00 PM	MEM
06/02	06/02/20	OLL	8:00 AM - 4:00 PM	MEM

## Office Star

### PowerPoint 2016 - Part 1 / 295 USD / Days: 1

In this course, students will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

12/12	·	12/12/19	OLL	8:00 AM - 4:00 PM	MEM
12/17	·	12/17/19	OLL	8:00 AM - 4:00 PM	MEM
12/18	·	12/18/19	OLL	8:00 AM - 4:00 PM	MEM
12/23	·	12/23/19	OLL	8:00 AM - 4:00 PM	MEM
12/27	·	12/27/19	OLL	8:00 AM - 4:00 PM	MEM
01/07	·	01/07/20	OLL	8:00 AM - 4:00 PM	MEM
01/07	·	01/07/20	OLL	8:00 AM - 4:00 PM	MEM
01/14	·	01/14/20	OLL	8:00 AM - 4:00 PM	MEM
01/22	·	01/22/20	OLL	10:00 AM - 6:00 PM	MEM
01/30	·	01/30/20	OLL	8:00 AM - 4:00 PM	MEM
02/06	·	02/06/20	OLL	8:00 AM - 4:00 PM	MEM
02/13	·	02/13/20	OLL	8:00 AM - 4:00 PM	MEM
02/18	·	02/18/20	OLL	10:00 AM - 6:00 PM	MEM
02/24	·	02/24/20	OLL	8:00 AM - 4:00 PM	MEM
03/03	·	03/03/20	OLL	8:00 AM - 4:00 PM	MEM
03/11	·	03/11/20	OLL	8:00 AM - 4:00 PM	MEM
03/13	·	03/13/20	OLL	8:00 AM - 4:00 PM	MEM
03/16	·	03/16/20	OLL	8:00 AM - 4:00 PM	MEM
03/20	·	03/20/20	OLL	8:00 AM - 4:00 PM	MEM
03/27	·	03/27/20	OLL	8:00 AM - 4:00 PM	MEM
04/03	·	04/03/20	OLL	8:00 AM - 4:00 PM	MEM
04/10	·	04/10/20	OLL	8:00 AM - 4:00 PM	MEM
04/16	·	04/16/20	OLL	8:00 AM - 4:00 PM	MEM
04/23	·	04/23/20	OLL	8:00 AM - 4:00 PM	MEM
04/30	·	04/30/20	OLL	10:00 AM - 6:00 PM	MEM
05/08	·	05/08/20	OLL	8:00 AM - 4:00 PM	MEM
05/11	·	05/11/20	OLL	8:00 AM - 4:00 PM	MEM
05/18	·	05/18/20	OLL	8:00 AM - 4:00 PM	MEM
05/27	·	05/27/20	OLL	10:00 AM - 6:00 PM	MEM
06/03	·	06/03/20	OLL	8:00 AM - 4:00 PM	MEM
06/10	·	06/10/20	OLL	8:00 AM - 4:00 PM	MEM
06/17	·	06/17/20	OLL	10:00 AM - 6:00 PM	MEM
06/26	·	06/26/20	OLL	8:00 AM - 4:00 PM	MEM
07/13	·	07/13/20	OLL	8:00 AM - 4:00 PM	MEM
08/31	·	08/31/20	OLL	8:00 AM - 4:00 PM	MEM
10/08	·	10/08/20	OLL	8:00 AM - 4:00 PM	MEM
12/03	·	12/03/20	OLL	8:00 AM - 4:00 PM	MEM

### PowerPoint 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn different tools & features within PowerPoint that will help them deliver content in an informative & memorable manner. Students will create presentations that not only stand out, but also don't consume all of their time.

12/10	·	12/10/19	OLL	8:00 AM - 4:00 PM	MEM
12/16	·	12/16/19	OLL	8:00 AM - 4:00 PM	MEM
12/20	·	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
12/20	·	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
12/23	·	12/23/19	OLL	8:00 AM - 4:00 PM	MEM
12/30	·	12/30/19	OLL	8:00 AM - 4:00 PM	MEM
01/08	·	01/08/20	OLL	8:00 AM - 4:00 PM	MEM
01/16	·	01/16/20	OLL	8:00 AM - 4:00 PM	MEM
01/21	·	01/21/20	OLL	8:00 AM - 4:00 PM	MEM
01/31	·	01/31/20	OLL	8:00 AM - 4:00 PM	MEM
02/10	·	02/10/20	OLL	8:00 AM - 4:00 PM	MEM
02/14	·	02/14/20	OLL	8:00 AM - 4:00 PM	MEM
02/19	·	02/19/20	OLL	10:00 AM - 6:00 PM	MEM
02/24	·	02/24/20	OLL	10:00 AM - 6:00 PM	MEM
02/26	·	02/26/20	OLL	8:00 AM - 4:00 PM	MEM
03/04	·	03/04/20	OLL	8:00 AM - 4:00 PM	MEM
03/13	·	03/13/20	OLL	8:00 AM - 4:00 PM	MEM
03/18	·	03/18/20	OLL	8:00 AM - 4:00 PM	MEM
03/23	·	03/23/20	OLL	8:00 AM - 4:00 PM	MEM
03/27	·	03/27/20	OLL	8:00 AM - 4:00 PM	MEM
03/31	·	03/31/20	OLL	10:00 AM - 6:00 PM	MEM
04/07	·	04/07/20	OLL	8:00 AM - 4:00 PM	MEM
04/13	·	04/13/20	OLL	8:00 AM - 4:00 PM	MEM
04/20	·	04/20/20	OLL	8:00 AM - 4:00 PM	MEM
05/05	·	05/05/20	OLL	10:00 AM - 6:00 PM	MEM
05/12	·	05/12/20	OLL	8:00 AM - 4:00 PM	MEM
05/21	·	05/21/20	OLL	8:00 AM - 4:00 PM	MEM
05/26	·	05/26/20	OLL	8:00 AM - 4:00 PM	MEM
05/29	·	05/29/20	OLL	10:00 AM - 6:00 PM	MEM
06/05	·	06/05/20	OLL	8:00 AM - 4:00 PM	MEM
06/12	·	06/12/20	OLL	10:00 AM - 6:00 PM	MEM
06/30	·	06/30/20	OLL	8:00 AM - 4:00 PM	MEM
07/14	·	07/14/20	OLL	8:00 AM - 4:00 PM	MEM
08/28	·	08/28/20	OLL	8:00 AM - 4:00 PM	MEM
10/09	·	10/09/20	OLL	8:00 AM - 4:00 PM	MEM
12/04	·	12/04/20	OLL	8:00 AM - 4:00 PM	MEM

### Microsoft Project

#### Project 2013 - Part 1 / 395 USD / Days: 1

This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment.

12/13	·	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
01/23	·	01/23/20	OLL	8:00 AM - 4:00 PM	MEM
03/05	·	03/05/20	OLL	8:00 AM - 4:00 PM	MEM
04/23	·	04/23/20	OLL	8:00 AM - 4:00 PM	MEM
06/04	·	06/04/20	OLL	8:00 AM - 4:00 PM	MEM

#### Project 2013 - Part 2 / 395 USD / Days: 1

Students will learn the advanced features and functions of Microsoft Project Professional 2013.

01/29	·	01/29/20	OLL	8:00 AM - 4:00 PM	MEM
04/28	·	04/28/20	OLL	8:00 AM - 4:00 PM	MEM

#### Project 2016 - Part 1 / 395 USD / Days: 1

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment.

12/12	·	12/12/19	OLL	10:00 AM - 6:00 PM	MEM
12/13	·	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
12/20	·	12/20/19	OLL	10:00 AM - 6:00 PM	MEM
12/23	·	12/23/19	OLL	8:00 AM - 4:00 PM	MEM
01/02	·	01/02/20	OLL	8:00 AM - 4:00 PM	MEM
01/10	·	01/10/20	OLL	8:00 AM - 4:00 PM	MEM
01/17	·	01/17/20	OLL	10:00 AM - 6:00 PM	MEM
01/20	·	01/20/20	OLL	8:00 AM - 4:00 PM	MEM
01/24	·	01/24/20	OLL	8:00 AM - 4:00 PM	MEM
01/30	·	01/30/20	OLL	8:00 AM - 4:00 PM	MEM
02/06	·	02/06/20	OLL	8:00 AM - 4:00 PM	MEM
02/11	·	02/11/20	OLL	8:00 AM - 4:00 PM	MEM
02/12	·	02/12/20	OLL	8:00 AM - 4:00 PM	MEM
02/18	·	02/18/20	OLL	8:00 AM - 4:00 PM	MEM
02/19	·	02/19/20	OLL	10:00 AM - 6:00 PM	MEM
02/25	·	02/25/20	OLL	8:00 AM - 4:00 PM	MEM
03/02	·	03/02/20	OLL	8:00 AM - 4:00 PM	MEM
03/09	·	03/09/20	OLL	8:00 AM - 4:00 PM	MEM
03/16	·	03/16/20	OLL	8:00 AM - 4:00 PM	MEM
03/18	·	03/18/20	OLL	8:00 AM - 4:00 PM	MEM
03/20	·	03/20/20	OLL	8:00 AM - 4:00 PM	MEM

## Office Star

### Project 2016 - Part 1 / 395 USD / Days: 1

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment.

03/26	03/26/20	OLL	10:00 AM - 6:00 PM	MEM
04/02	04/02/20	OLL	8:00 AM - 4:00 PM	MEM
04/02	04/02/20	OLL	8:00 AM - 4:00 PM	MEM
04/08	04/08/20	OLL	8:00 AM - 4:00 PM	MEM
04/15	04/15/20	OLL	10:00 AM - 6:00 PM	MEM
04/20	04/20/20	OLL	8:00 AM - 4:00 PM	MEM
04/21	04/21/20	OLL	8:00 AM - 4:00 PM	MEM
04/24	04/24/20	OLL	8:00 AM - 4:00 PM	MEM
05/01	05/01/20	OLL	8:00 AM - 4:00 PM	MEM
05/04	05/04/20	OLL	8:00 AM - 4:00 PM	MEM
05/08	05/08/20	OLL	8:00 AM - 4:00 PM	MEM
05/14	05/14/20	OLL	10:00 AM - 6:00 PM	MEM
05/21	05/21/20	OLL	8:00 AM - 4:00 PM	MEM
05/28	05/28/20	OLL	8:00 AM - 4:00 PM	MEM
06/03	06/03/20	OLL	8:00 AM - 4:00 PM	MEM
06/04	06/04/20	OLL	8:00 AM - 4:00 PM	MEM
06/09	06/09/20	OLL	8:00 AM - 4:00 PM	MEM
06/10	06/10/20	OLL	8:00 AM - 4:00 PM	MEM
06/16	06/16/20	OLL	10:00 AM - 6:00 PM	MEM
06/23	06/23/20	OLL	8:00 AM - 4:00 PM	MEM
06/29	06/29/20	OLL	8:00 AM - 4:00 PM	MEM

### Project 2016 - Part 2 / 395 USD / Days: 1

This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time & within budget.

12/09	12/09/19	OLL	8:00 AM - 4:00 PM	MEM
12/10	12/10/19	OLL	8:00 AM - 4:00 PM	MEM
12/18	12/18/19	OLL	10:00 AM - 6:00 PM	MEM
12/27	12/27/19	OLL	10:00 AM - 6:00 PM	MEM
12/30	12/30/19	OLL	8:00 AM - 4:00 PM	MEM
01/06	01/06/20	OLL	8:00 AM - 4:00 PM	MEM
01/14	01/14/20	OLL	8:00 AM - 4:00 PM	MEM
01/21	01/21/20	OLL	10:00 AM - 6:00 PM	MEM
01/24	01/24/20	OLL	8:00 AM - 4:00 PM	MEM
01/27	01/27/20	OLL	8:00 AM - 4:00 PM	MEM
02/03	02/03/20	OLL	8:00 AM - 4:00 PM	MEM

### Project 2016 - Part 2 / 395 USD / Days: 1

This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time & within budget.

02/10	02/10/20	OLL	8:00 AM - 4:00 PM	MEM
02/14	02/14/20	OLL	8:00 AM - 4:00 PM	MEM
02/20	02/20/20	OLL	8:00 AM - 4:00 PM	MEM
02/21	02/21/20	OLL	10:00 AM - 6:00 PM	MEM
02/25	02/25/20	OLL	8:00 AM - 4:00 PM	MEM
02/28	02/28/20	OLL	8:00 AM - 4:00 PM	MEM
03/05	03/05/20	OLL	8:00 AM - 4:00 PM	MEM
03/11	03/11/20	OLL	8:00 AM - 4:00 PM	MEM
03/18	03/18/20	OLL	8:00 AM - 4:00 PM	MEM
03/20	03/20/20	OLL	8:00 AM - 4:00 PM	MEM
03/24	03/24/20	OLL	8:00 AM - 4:00 PM	MEM
03/30	03/30/20	OLL	10:00 AM - 6:00 PM	MEM
04/06	04/06/20	OLL	8:00 AM - 4:00 PM	MEM
04/09	04/09/20	OLL	8:00 AM - 4:00 PM	MEM
04/16	04/16/20	OLL	8:00 AM - 4:00 PM	MEM
04/17	04/17/20	OLL	10:00 AM - 6:00 PM	MEM
04/22	04/22/20	OLL	8:00 AM - 4:00 PM	MEM
04/23	04/23/20	OLL	8:00 AM - 4:00 PM	MEM
04/29	04/29/20	OLL	8:00 AM - 4:00 PM	MEM
05/05	05/05/20	OLL	8:00 AM - 4:00 PM	MEM
05/07	05/07/20	OLL	8:00 AM - 4:00 PM	MEM
05/11	05/11/20	OLL	8:00 AM - 4:00 PM	MEM
05/18	05/18/20	OLL	10:00 AM - 6:00 PM	MEM
05/22	05/22/20	OLL	8:00 AM - 4:00 PM	MEM
06/01	06/01/20	OLL	8:00 AM - 4:00 PM	MEM
06/08	06/08/20	OLL	8:00 AM - 4:00 PM	MEM
06/11	06/11/20	OLL	8:00 AM - 4:00 PM	MEM
06/12	06/12/20	OLL	8:00 AM - 4:00 PM	MEM
06/18	06/18/20	OLL	8:00 AM - 4:00 PM	MEM
06/18	06/18/20	OLL	10:00 AM - 6:00 PM	MEM
06/25	06/25/20	OLL	8:00 AM - 4:00 PM	MEM
07/01	07/01/20	OLL	8:00 AM - 4:00 PM	MEM

## Microsoft Visio

### Visio 2016: Part 1 / 395 USD / Days: 1

This course provides students with a tool to easily create a professional-looking visual product. Students will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

12/10	12/10/19	OLL	8:00 AM - 4:00 PM	MEM
12/12	12/12/19	OLL	8:00 AM - 4:00 PM	MEM
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
01/03	01/03/20	OLL	8:00 AM - 4:00 PM	MEM
01/07	01/07/20	OLL	8:00 AM - 4:00 PM	MEM
01/22	01/22/20	OLL	8:00 AM - 4:00 PM	MEM
02/07	02/07/20	OLL	8:00 AM - 4:00 PM	MEM
02/19	02/19/20	OLL	8:00 AM - 4:00 PM	MEM
02/26	02/26/20	OLL	8:00 AM - 4:00 PM	MEM
03/02	03/02/20	OLL	8:00 AM - 4:00 PM	MEM
03/13	03/13/20	OLL	8:00 AM - 4:00 PM	MEM
03/25	03/25/20	OLL	8:00 AM - 4:00 PM	MEM
04/07	04/07/20	OLL	8:00 AM - 4:00 PM	MEM
04/17	04/17/20	OLL	8:00 AM - 4:00 PM	MEM
05/01	05/01/20	OLL	8:00 AM - 4:00 PM	MEM
05/04	05/04/20	OLL	8:00 AM - 4:00 PM	MEM
05/14	05/14/20	OLL	8:00 AM - 4:00 PM	MEM
05/28	05/28/20	OLL	8:00 AM - 4:00 PM	MEM
06/12	06/12/20	OLL	8:00 AM - 4:00 PM	MEM
06/23	06/23/20	OLL	8:00 AM - 4:00 PM	MEM
07/08	07/08/20	OLL	8:00 AM - 4:00 PM	MEM
09/23	09/23/20	OLL	8:00 AM - 4:00 PM	MEM
11/30	11/30/20	OLL	8:00 AM - 4:00 PM	MEM

### Visio 2016: Part 2 / 395 USD / Days: 1

In Microsoft® Visio® 2016 : Part 2, students will learn about more advanced features, making themselves more efficient and effective as a Visio user.

12/17	12/17/19	OLL	8:00 AM - 4:00 PM	MEM
12/18	12/18/19	OLL	8:00 AM - 4:00 PM	MEM
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	MEM
01/17	01/17/20	OLL	8:00 AM - 4:00 PM	MEM
01/23	01/23/20	OLL	8:00 AM - 4:00 PM	MEM
02/25	02/25/20	OLL	8:00 AM - 4:00 PM	MEM
03/16	03/16/20	OLL	8:00 AM - 4:00 PM	MEM
03/19	03/19/20	OLL	8:00 AM - 4:00 PM	MEM
04/10	04/10/20	OLL	8:00 AM - 4:00 PM	MEM

## Office Star

### Visio 2016: Part 2 / 395 USD / Days: 1

In Microsoft® Visio® 2016 : Part 2, students will learn about more advanced features, making themselves more efficient and effective as a Visio user.

05/05	05/05/20	OLL	8:00 AM - 4:00 PM	MEM
05/15	05/15/20	OLL	8:00 AM - 4:00 PM	MEM
05/26	05/26/20	OLL	8:00 AM - 4:00 PM	MEM
06/17	06/17/20	OLL	8:00 AM - 4:00 PM	MEM
07/10	07/10/20	OLL	8:00 AM - 4:00 PM	MEM
09/24	09/24/20	OLL	8:00 AM - 4:00 PM	MEM
12/01	12/01/20	OLL	8:00 AM - 4:00 PM	MEM

### Visio Professional 2013 - Part 1 / 395 USD / Days: 1

Visio provides students with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes.

02/12	02/12/20	OLL	8:00 AM - 4:00 PM	MEM
04/15	04/15/20	OLL	8:00 AM - 4:00 PM	MEM
06/04	06/04/20	OLL	8:00 AM - 4:00 PM	MEM

### Visio Professional 2013 - Part 2 / 395 USD / Days: 1

In this course, students will learn about more advanced features—making students more efficient and effective Visio users.

12/23	12/23/19	OLL	8:00 AM - 4:00 PM	MEM
02/17	02/17/20	OLL	8:00 AM - 4:00 PM	MEM
04/20	04/20/20	OLL	8:00 AM - 4:00 PM	MEM
06/08	06/08/20	OLL	8:00 AM - 4:00 PM	MEM

## Microsoft Windows

### Using Microsoft Windows 10 / 295 USD / Days: 1

In this course, students will learn the features and functionality of the Windows 10 operating system for professional and personal use.

12/13	12/13/19	OLL	8:00 AM - 4:00 PM	MEM
01/07	01/07/20	OLL	10:00 AM - 6:00 PM	MEM
01/29	01/29/20	OLL	8:00 AM - 4:00 PM	MEM
02/21	02/21/20	OLL	8:00 AM - 4:00 PM	MEM
03/16	03/16/20	OLL	8:00 AM - 4:00 PM	MEM
04/03	04/03/20	OLL	10:00 AM - 6:00 PM	MEM
04/28	04/28/20	OLL	8:00 AM - 4:00 PM	MEM
05/19	05/19/20	OLL	8:00 AM - 4:00 PM	MEM
06/09	06/09/20	OLL	10:00 AM - 6:00 PM	MEM
06/26	06/26/20	OLL	8:00 AM - 4:00 PM	MEM

## Microsoft Word

### Word 2010 - Part 1 / 295 USD / Days: 1

In this course, you'll learn how to use Word 2010 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

12/11	12/11/19	OLL	8:00 AM - 4:00 PM	MEM
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### Word 2010 - Part 2 / 295 USD / Days: 1

In this course, students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

12/19	12/19/19	OLL	8:00 AM - 4:00 PM	MEM
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### Word 2010 - Part 3 / 295 USD / Days: 1

The student will learn to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2010 enable students to revise, manage, and secure your business documents.

12/20	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
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### Word 2013 - Part 1 / 295 USD / Days: 1

In this course, you'll learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

01/08	01/08/20	OLL	8:00 AM - 4:00 PM	MEM
03/05	03/05/20	OLL	8:00 AM - 4:00 PM	MEM
05/07	05/07/20	OLL	8:00 AM - 4:00 PM	MEM

### Word 2013 - Part 2 / 295 USD / Days: 1

Students will learn to use Word more efficiently by automating some tasks and creating complex documents that include lists, tables, charts, graphics, and newsletter layouts and will merge data to personalize correspondence and labels.

01/13	01/13/20	OLL	8:00 AM - 4:00 PM	MEM
03/10	03/10/20	OLL	8:00 AM - 4:00 PM	MEM
05/12	05/12/20	OLL	8:00 AM - 4:00 PM	MEM

### Word 2013 - Part 3 / 295 USD / Days: 1

In Microsoft® Word 2013: Part 3, the student will gain advanced skills to work with lengthy documents, collaborate with others, and create forms, as well as revise, manage, and secure business documents.

01/16	01/16/20	OLL	8:00 AM - 4:00 PM	MEM
03/13	03/13/20	OLL	8:00 AM - 4:00 PM	MEM
05/18	05/18/20	OLL	8:00 AM - 4:00 PM	MEM

### Word 2016 - Part 1 / 295 USD / Days: 1

In this course, students learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

12/09	12/09/19	OLL	8:00 AM - 4:00 PM	MEM
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### Word 2016 - Part 1 / 295 USD / Days: 1

In this course, students learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

12/18	12/18/19	OLL	8:00 AM - 4:00 PM	MEM
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	MEM
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	MEM
01/03	01/03/20	OLL	8:00 AM - 4:00 PM	MEM
01/09	01/09/20	OLL	8:00 AM - 4:00 PM	MEM
01/14	01/14/20	OLL	8:00 AM - 4:00 PM	MEM
01/20	01/20/20	OLL	10:00 AM - 6:00 PM	MEM
01/28	01/28/20	OLL	8:00 AM - 4:00 PM	MEM
02/03	02/03/20	OLL	8:00 AM - 4:00 PM	MEM
02/03	02/03/20	OLL	8:00 AM - 4:00 PM	MEM
02/11	02/11/20	OLL	8:00 AM - 4:00 PM	MEM
02/18	02/18/20	OLL	8:00 AM - 4:00 PM	MEM
02/24	02/24/20	OLL	8:00 AM - 4:00 PM	MEM
03/02	03/02/20	OLL	8:00 AM - 4:00 PM	MEM
03/09	03/09/20	OLL	10:00 AM - 6:00 PM	MEM
03/17	03/17/20	OLL	8:00 AM - 4:00 PM	MEM
03/24	03/24/20	OLL	8:00 AM - 4:00 PM	MEM
03/30	03/30/20	OLL	8:00 AM - 4:00 PM	MEM
04/07	04/07/20	OLL	8:00 AM - 4:00 PM	MEM
04/07	04/07/20	OLL	8:00 AM - 4:00 PM	MEM
04/16	04/16/20	OLL	8:00 AM - 4:00 PM	MEM
04/21	04/21/20	OLL	8:00 AM - 4:00 PM	MEM
04/29	04/29/20	OLL	10:00 AM - 6:00 PM	MEM
05/06	05/06/20	OLL	8:00 AM - 4:00 PM	MEM
05/13	05/13/20	OLL	8:00 AM - 4:00 PM	MEM
05/21	05/21/20	OLL	8:00 AM - 4:00 PM	MEM
05/28	05/28/20	OLL	8:00 AM - 4:00 PM	MEM
06/03	06/03/20	OLL	10:00 AM - 6:00 PM	MEM
06/10	06/10/20	OLL	8:00 AM - 4:00 PM	MEM
06/16	06/16/20	OLL	8:00 AM - 4:00 PM	MEM
06/17	06/17/20	OLL	8:00 AM - 4:00 PM	MEM
06/24	06/24/20	OLL	8:00 AM - 4:00 PM	MEM
07/01	07/01/20	OLL	8:00 AM - 4:00 PM	MEM

## Office Star

### Word 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn the features which enable them to create complex documents with a consistent look and feel. Students will also learn how to automate tedious tasks such as preparing a letter to send to every customer of your organization.

12/12	12/12/19	OLL	8:00 AM - 4:00 PM	MEM
12/19	12/19/19	OLL	8:00 AM - 4:00 PM	MEM
12/26	12/26/19	OLL	8:00 AM - 4:00 PM	MEM
12/30	12/30/19	OLL	8:00 AM - 4:00 PM	MEM
01/07	01/07/20	OLL	8:00 AM - 4:00 PM	MEM
01/10	01/10/20	OLL	8:00 AM - 4:00 PM	MEM
01/15	01/15/20	OLL	8:00 AM - 4:00 PM	MEM
01/21	01/21/20	OLL	10:00 AM - 6:00 PM	MEM
01/31	01/31/20	OLL	8:00 AM - 4:00 PM	MEM
02/05	02/05/20	OLL	8:00 AM - 4:00 PM	MEM
02/10	02/10/20	OLL	8:00 AM - 4:00 PM	MEM
02/13	02/13/20	OLL	8:00 AM - 4:00 PM	MEM
02/20	02/20/20	OLL	8:00 AM - 4:00 PM	MEM
02/27	02/27/20	OLL	8:00 AM - 4:00 PM	MEM
03/04	03/04/20	OLL	8:00 AM - 4:00 PM	MEM
03/11	03/11/20	OLL	10:00 AM - 6:00 PM	MEM
03/19	03/19/20	OLL	8:00 AM - 4:00 PM	MEM
03/26	03/26/20	OLL	8:00 AM - 4:00 PM	MEM
04/01	04/01/20	OLL	8:00 AM - 4:00 PM	MEM
04/10	04/10/20	OLL	8:00 AM - 4:00 PM	MEM
04/14	04/14/20	OLL	8:00 AM - 4:00 PM	MEM
04/16	04/16/20	OLL	8:00 AM - 4:00 PM	MEM
04/23	04/23/20	OLL	8:00 AM - 4:00 PM	MEM
05/01	05/01/20	OLL	10:00 AM - 6:00 PM	MEM
05/11	05/11/20	OLL	8:00 AM - 4:00 PM	MEM
05/26	05/26/20	OLL	8:00 AM - 4:00 PM	MEM
06/01	06/01/20	OLL	8:00 AM - 4:00 PM	MEM
06/05	06/05/20	OLL	10:00 AM - 6:00 PM	MEM
06/12	06/12/20	OLL	8:00 AM - 4:00 PM	MEM
06/19	06/19/20	OLL	8:00 AM - 4:00 PM	MEM
06/23	06/23/20	OLL	8:00 AM - 4:00 PM	MEM
06/26	06/26/20	OLL	8:00 AM - 4:00 PM	MEM

### Word 2016 - Part 3 / 295 USD / Days: 1

Microsoft® Word 2016 enables you to do far more than simple word processing. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

12/09	12/09/19	OLL	8:00 AM - 4:00 PM	MEM
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### Word 2016 - Part 3 / 295 USD / Days: 1

Microsoft® Word 2016 enables you to do far more than simple word processing. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

12/23	12/23/19	OLL	8:00 AM - 4:00 PM	MEM
12/27	12/27/19	OLL	8:00 AM - 4:00 PM	MEM
01/02	01/02/20	OLL	8:00 AM - 4:00 PM	MEM
01/09	01/09/20	OLL	8:00 AM - 4:00 PM	MEM
01/17	01/17/20	OLL	8:00 AM - 4:00 PM	MEM
01/23	01/23/20	OLL	10:00 AM - 6:00 PM	MEM
02/07	02/07/20	OLL	8:00 AM - 4:00 PM	MEM
02/13	02/13/20	OLL	8:00 AM - 4:00 PM	MEM
02/17	02/17/20	OLL	8:00 AM - 4:00 PM	MEM
02/24	02/24/20	OLL	8:00 AM - 4:00 PM	MEM
03/06	03/06/20	OLL	8:00 AM - 4:00 PM	MEM
03/16	03/16/20	OLL	10:00 AM - 6:00 PM	MEM
03/23	03/23/20	OLL	8:00 AM - 4:00 PM	MEM
03/30	03/30/20	OLL	8:00 AM - 4:00 PM	MEM
04/03	04/03/20	OLL	8:00 AM - 4:00 PM	MEM
04/13	04/13/20	OLL	8:00 AM - 4:00 PM	MEM
04/20	04/20/20	OLL	8:00 AM - 4:00 PM	MEM
04/21	04/21/20	OLL	8:00 AM - 4:00 PM	MEM
04/27	04/27/20	OLL	8:00 AM - 4:00 PM	MEM
05/05	05/05/20	OLL	10:00 AM - 6:00 PM	MEM
05/14	05/14/20	OLL	8:00 AM - 4:00 PM	MEM
06/02	06/02/20	OLL	8:00 AM - 4:00 PM	MEM
06/09	06/09/20	OLL	10:00 AM - 6:00 PM	MEM
06/16	06/16/20	OLL	8:00 AM - 4:00 PM	MEM
06/23	06/23/20	OLL	8:00 AM - 4:00 PM	MEM
06/30	06/30/20	OLL	8:00 AM - 4:00 PM	MEM
06/30	06/30/20	OLL	8:00 AM - 4:00 PM	MEM

### Word 2019 - Part 1 / 295 USD / Days: 1

In this course, you'll learn how to use Word 2019 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. Microsoft® Word 2019 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun.

01/06	01/06/20	OLL	8:00 AM - 4:00 PM	MEM
01/08	01/08/20	OLL	8:00 AM - 4:00 PM	MEM
01/15	01/15/20	OLL	8:00 AM - 4:00 PM	MEM
01/24	01/24/20	OLL	8:00 AM - 4:00 PM	MEM

### Word 2019 - Part 1 / 295 USD / Days: 1

In this course, you'll learn how to use Word 2019 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. Microsoft® Word 2019 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun.

02/21	02/21/20	OLL	10:00 AM - 6:00 PM	MEM
03/10	03/10/20	OLL	8:00 AM - 4:00 PM	MEM
03/17	03/17/20	OLL	8:00 AM - 4:00 PM	MEM
03/25	03/25/20	OLL	8:00 AM - 4:00 PM	MEM
04/07	04/07/20	OLL	8:00 AM - 4:00 PM	MEM
04/20	04/20/20	OLL	8:00 AM - 4:00 PM	MEM
04/30	04/30/20	OLL	10:00 AM - 6:00 PM	MEM
05/07	05/07/20	OLL	8:00 AM - 4:00 PM	MEM
05/12	05/12/20	OLL	8:00 AM - 4:00 PM	MEM
05/21	05/21/20	OLL	8:00 AM - 4:00 PM	MEM
06/02	06/02/20	OLL	8:00 AM - 4:00 PM	MEM
06/08	06/08/20	OLL	10:00 AM - 6:00 PM	MEM
06/16	06/16/20	OLL	8:00 AM - 4:00 PM	MEM
06/25	06/25/20	OLL	8:00 AM - 4:00 PM	MEM
07/23	07/23/20	OLL	8:00 AM - 4:00 PM	MEM
08/13	08/13/20	OLL	8:00 AM - 4:00 PM	MEM
09/21	09/21/20	OLL	8:00 AM - 4:00 PM	MEM
10/01	10/01/20	OLL	8:00 AM - 4:00 PM	MEM
10/16	10/16/20	OLL	8:00 AM - 4:00 PM	MEM
11/10	11/10/20	OLL	8:00 AM - 4:00 PM	MEM

### Word 2019 - Part 2 / 295 USD / Days: 1

Creating professional-looking documents can give you and your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings can help reduce expenses. Mastering these techniques will make you a valued employee in your organization.

12/18	12/18/19	OLL	8:00 AM - 4:00 PM	MEM
01/10	01/10/20	OLL	8:00 AM - 4:00 PM	MEM
01/13	01/13/20	OLL	8:00 AM - 4:00 PM	MEM
01/17	01/17/20	OLL	8:00 AM - 4:00 PM	MEM
01/29	01/29/20	OLL	8:00 AM - 4:00 PM	MEM
02/27	02/27/20	OLL	10:00 AM - 6:00 PM	MEM
03/09	03/09/20	OLL	8:00 AM - 4:00 PM	MEM
03/17	03/17/20	OLL	8:00 AM - 4:00 PM	MEM
03/20	03/20/20	OLL	8:00 AM - 4:00 PM	MEM
04/01	04/01/20	OLL	8:00 AM - 4:00 PM	MEM

## Office Star

### Word 2019 - Part 2 / 295 USD / Days: 1

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04/13	·	04/13/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
04/21	·	04/21/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
05/04	·	05/04/20	<b>OLL</b>	10:00 AM - 6:00 PM	MEM
05/14	·	05/14/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
05/15	·	05/15/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
05/22	·	05/22/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
06/04	·	06/04/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
06/11	·	06/11/20	<b>OLL</b>	10:00 AM - 6:00 PM	MEM
06/18	·	06/18/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
06/29	·	06/29/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
07/27	·	07/27/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
09/22	·	09/22/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
10/02	·	10/02/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
10/19	·	10/19/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
11/11	·	11/11/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM

### Word 2019 - Part 3 / 295 USD / Days: 1

Microsoft® Word enables you to do far more than simple word processing. Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production.

01/13	·	01/13/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
01/20	·	01/20/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
01/22	·	01/22/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
02/03	·	02/03/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
03/10	·	03/10/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
03/24	·	03/24/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
03/24	·	03/24/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
04/02	·	04/02/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
04/14	·	04/14/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
04/24	·	04/24/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
05/08	·	05/08/20	<b>OLL</b>	10:00 AM - 6:00 PM	MEM
05/28	·	05/28/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
06/08	·	06/08/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
06/19	·	06/19/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
07/28	·	07/28/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
08/14	·	08/14/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM

### Word 2019 - Part 3 / 295 USD / Days: 1

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08/17	·	08/17/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
10/20	·	10/20/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM
11/13	·	11/13/20	<b>OLL</b>	8:00 AM - 4:00 PM	MEM