computer sense

JULY – OCTOBER 2025
In-Person and Online Class Menu

258 N. Kurzen Rd., Suite C
Dalton, OH 44618
330-262-2343

Register for Classes by Phone 330-262-2343 or Online at www.computersenseonline.com
We Train All Versions of Software – Simply Specify Which Version You Need When You Contact Us!

"FULL COURSE" sessions *(full-days 9am-4pm)*

Spreadsheets

Excel Basics	Jul 15, Sep 10
Excel Intermediate	Aug 13, Sep 23
Excel Advanced	Aug 28, Oct 1
Excel Macros Using VBA – Level 1	Oct 16
Excel Macros Using VBA – Level 2	Oct 28
Excel Calculations	Sep 25

Word Processing

Word Basics	Jul 30
Word Intermediate	Sep 11
Word Advanced	*available by request*

Financial Software

QuickBooks Basics	Jul 23
QuickBooks Advanced	Sep 4

Windows and General Computing

Windows Basics	*available by request*
Windows Advanced	*available by request*

Web-Based ("Cloud")

Microsoft (Office) 365 – *specialty apps*	*available by request*
SharePoint Power User (half-day)	*available by request*
SharePoint Basics (1-day) or Advanced (2-days)	*available by request*

Project Management and Workflow Tools

Microsoft Project or **Planner**	*available by request*
Visio Basics or Advanced	*available by request*

Presentation Graphics and Desktop Publishing

PowerPoint Basics/Intermediate	Aug 19
PowerPoint Advanced	Oct 2
Publisher	*available by request*

Database Management and Reporting

Crystal Reports (2-day class)	*available by request*
Access Basics	Aug 1
Access Intermediate	Sep 17
Access Advanced	Oct 21
Access Application Writing	*available by request*

"SMALL PLATE" sessions *(times vary 1-hour or 3-hours long)*

Special Topics (1-Hour)

Excel Charts and Graphs Mastery	Aug 29 (10am)
Excel Large Spreadsheet Tips	Oct 24 (10am)
Managing Mail in Outlook	Jul 21 (10am)
OneNote Overview	Sep 29 (1pm)
SharePoint End User	*available by request*
Word Forms and Templates	*available by request*
Word Mail Merge	*available by request*

Special Topics (3-Hour) – Available by Request

Access 2021/2024 New Features
Excel 2021/2024 New Features
Office 2021/2024 New Features
Outlook 2021/2024 New Features
Outlook Advanced
Polished Presentations with PowerPoint
PowerPoint 2021/2024 New Features
Publisher 2021/2024 New Features
Time Management Using Outlook
Windows 11 New Features
Windows File Management
Word 2021/2024 New Features

**Class Outlines Available
By Request or Online at
www.computersenseonline.com**

Special Topics (3-Hour)

Charts and Graphs In MS Office	Oct 13 (1pm)
Excel Analysis Tools	Jul 21 (1pm)
Excel Basics (*condensed*)	**Jul 10** (1pm), **Sep 18** (9am)
Excel Data Tools	Sep 15 (9am)
Excel Formulas and Functions	Oct 29 (9am)
Excel Pivot Tables	Jul 31 (9am), Sep 18 (1pm)
Excel Power Pivot	**Aug 20** (9am), **Oct 9** (9am)
Excel Power User	Aug 11 (9am), Oct 22 (1pm)
Excel Tips & Tricks	Jul 17 (9am)
Office Tips & Tricks	Sep 15 (1pm)
OneNote	Aug 18 (9am), Oct 9 (1pm)
Outlook Basics	Jul 10 (9am), Sep 24 (1pm)
Outlook Intermediate	Aug 18 (1pm), Oct 22 (9am)
Outlook Tips & Tricks	Oct 13 (9am)
Power Automate – Level 1	**Jul 18** (9am), **Sep 30** (1pm)
Power BI – Part 1	**Jul 31** (1pm), **Sep 24** (9am)
Power BI – Part 2	**Aug 20** (1pm), **Oct 7** (9am)
Power Packed PowerPoint	Sep 30 (9am)
PowerPoint Tips & Tricks	Jul 17 (1pm)
Teams – Level 1	Jul 1 (1pm), Sep 12 (9am)
Teams – Level 2	Aug 15 (9am), Oct 7 (1pm)
Windows Tips & Tricks	Oct 10 (9am)
Word Tips & Tricks	Oct 29 (1pm)
Word Whiz	Aug 11 (1pm)

PLEASE NOTE:
- ANY class can be in-person and live online, so specify your format request when registering for classes
- Each session is a separate class offering, unless otherwise noted
- FULL-DAY courses can be split into TWO HALF-DAYS by request
- Class names in **BOLD** are new class offerings
- We reserve the right to cancel or reschedule classes that do not meet minimum seating requirements