

Register for Classes by Phone 330-262-2343 or Online at [www.computersenseonline.com](http://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	Nov 3, Dec 11
Excel Intermediate	Nov 12, Jan 14
Excel Advanced	Nov 19, Jan 20
Excel Macros Using VBA – Level 1	Feb 5
Excel Macros Using VBA – Level 2	Feb 17
Excel Calculations	Jan 28

**Word Processing**

Word Basics	Dec 2
Word Intermediate	Feb 11
Word Advanced	available by request

**Financial Software**

QuickBooks Basics	Dec 18
QuickBooks Advanced	Feb 9

**Windows and General Computing**

Windows Basics or Advanced	available by request
OneDrive	available by request

**Web-Based ("Cloud")**

Microsoft (Office) 365 – <i>specialty apps</i>	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	Dec 16
PowerPoint Advanced	Feb 4
Publisher	available by request

**Database Management and Reporting**

Crystal Reports (2-day class)	available by request
Access Basics	Dec 4
Access Intermediate	Jan 13
Access Advanced	Feb 25
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	Nov 25 (9am)
Excel Large Spreadsheet Tips	Dec 5 (9am)
Managing Mail in Outlook	Feb 13 (9am)
OneNote Overview	Jan 7 (1pm)
<b>SharePoint End User</b>	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](http://www.computersenseonline.com)**

**Special Topics (3-Hour)**

Charts and Graphs in MS Office	Jan 29 (1pm)
<b>Copilot for Microsoft 365</b>	<b>Jan 7 (9am)</b>
Excel Analysis Tools	Dec 22 (1pm)
<b>Excel Basics (condensed)</b>	<b>Nov 5 (1pm), Jan 8 (9am)</b>
Excel Data Tools	Feb 3 (9am)
Excel Formulas and Functions	Jan 15 (9am)
Excel Pivot Tables	Nov 24 (9am), Jan 5 (1pm)
<b>Excel Power Pivot</b>	<b>Dec 17 (1pm), Feb 23 (9am)</b>
Excel Power User	Dec 9 (9am), Feb 3 (1pm)
Excel Tips & Tricks	Jan 29 (9am)
Office Tips & Tricks	Jan 15 (1pm)
OneNote	Nov 21 (9am)
Outlook Basics	Nov 14 (9am), Jan 21 (1pm)
Outlook Intermediate	Dec 9 (1pm), Feb 27 (9am)
Outlook Tips & Tricks	Feb 18 (9am)
<b>Power Automate – Level 1</b>	<b>Dec 17 (9am)</b>
<b>Power Automate – Level 2</b>	<b>Feb 19 (9am)</b>
<b>Power BI – Part 1</b>	<b>Nov 12 (1pm), Jan 5 (9am)</b>
<b>Power BI – Part 2</b>	<b>Dec 12 (9am), Feb 18 (1pm)</b>
Power Packed PowerPoint	Nov 10 (9am)
PowerPoint Tips & Tricks	Jan 26 (9am)
Teams – Level 1	Nov 14 (1pm), Jan 21 (9am)
Teams – Level 2	Dec 10 (9am), Feb 19 (1pm)
Windows Tips & Tricks	Jan 26 (1pm)
Word Tips & Tricks	Dec 10 (1pm)
Word Whiz	Feb 23 (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