

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	Sep 10, Oct 30
Excel Intermediate	Oct 3, Nov 5
Excel Advanced	Oct 15, Nov 19
Excel Macros Using VBA – Level 1	Dec 3
Excel Macros Using VBA – Level 2	Dec 11
Excel Calculations	Sep 25

Word Processing

Word Basics	Oct 8
Word Intermediate	Dec 2
Word Advanced	available by request

Financial Software

QuickBooks Basics	Sep 4
QuickBooks Advanced	Nov 11

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	Oct 17
PowerPoint Advanced	Dec 16
Publisher	available by request

Database Management and Reporting

Crystal Reports (2-day class)	available by request
Access Basics	Sep 17
Access Intermediate	Oct 21
Access Advanced	Dec 4
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	Oct 24 (9am)
Managing Mail in Outlook	Oct 9 (1pm)
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	Dec 22 (1pm)
Excel Basics (condensed)	Sep 18 (9am), Oct 31 (9am)
Excel Data Tools	Sep 15 (9am)
Excel Formulas and Functions	Oct 29 (9am)
Excel Pivot Tables	Sep 18 (1pm), Nov 24 (9am)
Excel Power Pivot	Oct 9 (9am), Dec 17 (1pm)
Excel Power User	Oct 22 (1pm), Dec 9 (9am)
Excel Tips & Tricks	Oct 1 (1pm)
Office Tips & Tricks	Sep 15 (1pm)
OneNote	Nov 21 (9am)
Outlook Basics	Sep 24 (1pm), Nov 14 (9am)
Outlook Intermediate	Oct 22 (9am), Dec 9 (1pm)
Outlook Tips & Tricks	Oct 13 (9am)
Power Automate – Level 1	Sep 30 (1pm)
Power Automate – Level 2	Dec 17 (9am)
Power BI – Part 1	Sep 24 (9am), Nov 12 (1pm)
Power BI – Part 2	Oct 7 (9am), Dec 5 (9am)
Power Packed PowerPoint	Nov 12 (9am)
PowerPoint Tips & Tricks	Sep 30 (9am)
Teams – Level 1	Sep 12 (9am), Nov 14 (1pm)
Teams – Level 2	Oct 7 (1pm), Dec 10 (9am)
Windows Tips & Tricks	Oct 10 (9am)
Word Tips & Tricks	Oct 29 (1pm)
Word Whiz	Dec 10 (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