computer sense

JANUARY – APRIL 2026
In-Person and Online Class Menu

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	Jan 14, Mar 3
Excel Intermediate	Feb 5, Mar 19
Excel Advanced	Feb 17, Apr 1
Excel Macros Using VBA – Level 1	Apr 9
Excel Macros Using VBA – Level 2	Apr 22
Excel Calculations	Jan 28

Word Processing

Word Basics	Feb 11
Word Intermediate	Apr 14
Word Advanced	*available by request*

Financial Software

QuickBooks Basics (*Desktop or Online*)	Feb 9
QuickBooks Advanced (*Desktop or Online*)	Apr 2

Windows and General Computing

Windows Basics or Advanced	*available by request*

Web-Based ("Cloud")

Microsoft (Office) 365 – *specialty apps*	*available by request*
SharePoint Power End 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	Feb 4
PowerPoint Advanced	Apr 16
Publisher	*available by request*

Database Management and Reporting

Crystal Reports (2-day class)	*available by request*
Access Basics	Jan 13
Access Intermediate	Feb 25
Access Advanced	Mar 31
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	Apr 24 (9am)
Excel Large Spreadsheet Tips	Mar 27 (9am)
Managing Mail in Outlook	Feb 13 (9am)
OneNote Overview	Jan 20 (1pm)
OneDrive	*available by request*
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
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	Jan 29 (1pm)
Copilot for Microsoft 365	**Feb 3** (9am), **Apr 28** (9am)
Excel Analysis Tools	Mar 5 (1pm)
Excel Basics (*condensed*)	**Jan 9** (9am), **Mar 11** (1pm)
Excel Data Tools	Jan 20 (9am)
Excel Formulas and Functions	Jan 16 (9am)
Excel Pivot Tables	Jan 5 (1pm), Mar 16 (9am)
Excel Power Pivot	**Feb 23** (9am), **Apr 15** (1pm)
Excel Power User	Feb 3 (1pm), Apr 20 (9am)
Excel Tips & Tricks	Jan 29 (9am)
Office Tips & Tricks	Jan 15 (1pm)
OneNote	Mar 5 (9am)
Outlook Basics	Jan 21 (1pm), Mar 11 (9am)
Outlook Intermediate	Feb 27 (9am), Apr 7 (1pm)
Outlook Tips & Tricks	Feb 18 (9am)
Power Automate – Level 1	**Feb 19** (9am)
Power Automate – Level 2	**Apr 20** (1pm)
Power BI – Part 1	**Jan 5** (9am), **Mar 12** (1pm)
Power BI – Part 2	**Feb 18** (1pm), **Apr 7** (9am)
Power Packed PowerPoint	Mar 24 (9am)
PowerPoint Tips & Tricks	Jan 26 (9am)
Teams – Level 1	Jan 21 (9am), Mar 24 (1pm)
Teams – Level 2	Feb 19 (1pm), Apr 15 (9am)
Windows Tips & Tricks	Jan 26 (1pm)
Word Tips & Tricks	Feb 23 (1pm)
Word Whiz	Apr 30 (9am)

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