

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		Web-Based ("Cloud")	
Excel Basics	Jul 14, Sep 17	Microsoft (Office) 365 – <i>specialty apps</i>	<i>available by request</i>
Excel Intermediate	Jul 30, Sep 29	SharePoint Power End User (half-day)	<i>available by request</i>
Excel Advanced	Aug 12, Oct 8	SharePoint Basics (1-day)	<i>available by request</i>
Excel Macros Using VBA – Level 1	Aug 25, Oct 19	SharePoint Advanced (2-days)	<i>available by request</i>
Excel Macros Using VBA – Level 2	Aug 31, Oct 29		
Excel Calculations	Oct 26		
Word Processing		Project Management and Workflow Tools	
Word Basics	Aug 27	Microsoft Project or Planner	<i>available by request</i>
Word Intermediate	Sep 30	Visio Basics or Advanced	<i>available by request</i>
Word Advanced	<i>available by request</i>		
Financial Software		Presentation Graphics	
QuickBooks Basics (Desktop or Online)	Jul 13	PowerPoint Basics/Intermediate	Aug 13
QuickBooks Advanced (Desktop or Online)	Sep 28	PowerPoint Advanced	Oct 20
Windows and General Computing		Database Management and Reporting	
Windows Basics or Advanced	<i>available by request</i>	Access Basics	Jul 28
		Access Intermediate	Sep 2
		Access Advanced	Oct 6
		Access Application Writing	<i>available by request</i>
		Crystal Reports	<i>available by request</i>

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

Special Topics (1-Hour)		Special Topics (3-Hour)	
Excel Charts and Graphs Mastery	Aug 4 (2pm)	Charts and Graphs In MS Office	Sep 1 (1pm)
Excel Large Spreadsheet Tips	Jul 10 (9am)	Copilot for Microsoft 365	Aug 18 (9am), Oct 13 (1pm)
Managing Mail in Outlook	Sep 25 (9am)	Excel Analysis Tools	Jul 20 (9am)
OneNote Overview	Oct 16 (9am)	Excel Basics (condensed)	Jul 23 (1pm), Sep 10 (9am)
OneDrive	<i>available by request</i>	Excel Data Tools	Oct 1 (9am)
SharePoint End User	<i>available by request</i>	Excel Formulas and Functions	Aug 20 (9am), Oct 14 (9am)
Word Forms and Templates	<i>available by request</i>	Excel Pivot Tables	Jul 20 (1pm), Sep 1 (9am)
Word Mail Merge	<i>available by request</i>	Excel Power Pivot	Aug 10 (1pm), Oct 7 (9am)
Special Topics (3-Hour) – Available by Request		Excel Power User	Aug 10 (9am), Oct 14 (1pm)
Access 2021/2024 New Features		Excel Tips & Tricks	Jul 27 (9am)
Excel 2021/2024 New Features		Office Tips & Tricks	Jul 7 (9am)
Office 2021/2024 New Features		OneNote	Jul 7 (1pm), Sep 4 (9am)
Outlook 2021/2024 New Features		Outlook Basics	Jul 21 (9am), Sep 10 (1pm)
Outlook Advanced		Outlook Intermediate	Aug 21 (9am), Oct 1 (1pm)
Polished Presentations with PowerPoint		Outlook Tips & Tricks	Oct 13 (9am)
PowerPoint 2021/2024 New Features		Power Automate – Level 1	Aug 18 (1pm)
Time Management Using Outlook		Power Automate – Level 2	Oct 21 (9am)
Windows 11 New Features		Power BI – Part 1	Jul 17 (9am), Sep 15 (1pm)
Windows File Management		Power BI – Part 2	Aug 4 (9am), Oct 7 (1pm)
Word 2021/2024 New Features		Power Packed PowerPoint	Sep 14 (9am)
		PowerPoint Tips & Tricks	Jul 23 (9am)
		Teams – Level 1	Jul 21 (1pm), Sep 15 (9am)
		Teams – Level 2	Aug 5 (9am), Oct 21 (1pm)
		Windows Tips & Tricks	Sep 11 (9am)
		Word Tips & Tricks	Jul 27 (1pm)
		Word Whiz	Oct 30 (9am)

**Class Outlines Available
By Request or Online at**

www.computersenseonline.com

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 newer class offerings
- We reserve the right to cancel or reschedule classes that do not meet minimum seating requirements