

**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	Mar 4, May 5
Excel Intermediate	Mar 25, May 14
Excel Advanced	Apr 1, Jun 2
Excel Macros Using VBA – Level 1	Apr 9, Jun 17
Excel Macros Using VBA – Level 2	Apr 22, Jun 30
Excel Calculations	May 18

**Word Processing**

Word Basics	Apr 14
Word Intermediate	Jun 10
Word Advanced	available by request

**Financial Software**

QuickBooks Basics (Desktop or Online)	Apr 2
QuickBooks Advanced (Desktop or Online)	Jun 11

**Windows and General Computing**

Windows Basics or Advanced	available by request
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**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	Apr 16
PowerPoint Advanced	Jun 23
Publisher	available by request

**Database Management and Reporting**

Crystal Reports (2-day class)	available by request
Access Basics	Mar 31
Access Intermediate	Apr 30
Access Advanced	Jun 3
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	May 29 (9am)
OneNote Overview	Jun 1 (9am)
<b>OneDrive</b>	available by request
<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
- 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	May 27 (1pm)
<b>Copilot for Microsoft 365</b>	<b>Apr 28 (9am), Jun 1 (1pm)</b>
Excel Analysis Tools	Mar 5 (1pm)
<b>Excel Basics (condensed)</b>	<b>Mar 11 (1pm), May 12 (9am)</b>
Excel Data Tools	Jun 26 (9am)
Excel Formulas and Functions	Apr 10 (9am)
Excel Pivot Tables	Mar 16 (9am), May 1 (9am)
<b>Excel Power Pivot</b>	<b>Apr 15 (1pm), Jun 18 (9am)</b>
Excel Power User	Apr 20 (9am), Jun 9 (1pm)
Excel Tips & Tricks	Mar 2 (9am)
Office Tips & Tricks	May 27 (9am)
OneNote	Mar 5 (9am), May 4 (9am)
Outlook Basics	Mar 11 (9am), May 4 (1pm)
Outlook Intermediate	Apr 7 (1pm), Jun 9 (9am)
Outlook Tips & Tricks	May 15 (9am)
<b>Power Automate – Level 1</b>	<b>Apr 20 (1pm)</b>
<b>Power Automate – Level 2</b>	<b>Jun 22 (9am)</b>
<b>Power BI – Part 1</b>	<b>Mar 13 (9am), May 6 (1pm)</b>
<b>Power BI – Part 2</b>	<b>Apr 7 (9am), Jun 18 (1pm)</b>
Power Packed PowerPoint	May 19 (9am)
PowerPoint Tips & Tricks	Mar 24 (9am)
Teams – Level 1	Mar 24 (1pm), May 6 (9am)
Teams – Level 2	Apr 15 (9am), Jun 22 (1pm)
Windows Tips & Tricks	Mar 18 (9am)
Word Tips & Tricks	Apr 28 (1pm)
Word Whiz	May 19 (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