

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 17, Nov 4
Excel Intermediate	Sep 29, Nov 19
Excel Advanced	Oct 8, Dec 1
Excel Macros Using VBA – Level 1	Oct 19, Dec 9
Excel Macros Using VBA – Level 2	Oct 29, Dec 17
Excel Calculations	Oct 26

Word Processing

Word Basics	Sep 30
Word Intermediate	Nov 16
Word Advanced	available by request

Financial Software

QuickBooks Basics (Desktop or Online)	Sep 28
QuickBooks Advanced (Desktop or Online)	Nov 12

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)	available by request
SharePoint 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

PowerPoint Basics/Intermediate	Oct 20
PowerPoint Advanced	Dec 10

Database Management and Reporting

Access Basics	Sep 23
Access Intermediate	Oct 6
Access Advanced	Nov 18
Access Application Writing	available by request
Crystal Reports	available by request

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

Special Topics (1-Hour)

Excel Charts and Graphs Mastery	Dec 18 (9am)
Excel Large Spreadsheet Tips	Nov 24 (9am)
Managing Mail in Outlook	Sep 25 (9am)
OneNote Overview	Oct 16 (9am)
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	Sep 1 (1pm)
Copilot for Microsoft 365 – Level 1	Oct 13 (1pm), Nov 9 (9am)
Copilot for Microsoft 365 – Level 2	Oct 28 (9am), Dec 7 (1pm)
Excel Analysis Tools	Dec 21 (9am)
Excel Basics (condensed)	Sep 8 (9am), Oct 28 (1pm)
Excel Data Tools	Oct 1 (9am)
Excel Formulas and Functions	Oct 14 (9am), Dec 3 (1pm)
Excel Pivot Tables	Sep 1 (9am), Nov 5 (1pm)
Excel Power Pivot	Oct 7 (9am), Dec 15 (1pm)
Excel Power User	Oct 14 (1pm), Dec 4 (9am)
Excel Tips & Tricks	Nov 3 (9am)
Office Tips & Tricks	Nov 23 (9am)
OneNote	Sep 4 (9am), Nov 9 (1pm)
Outlook Basics	Sep 8 (1pm), Nov 13 (9am)
Outlook Intermediate	Oct 1 (1pm), Dec 7 (9am)
Outlook Tips & Tricks	Oct 13 (9am)
Power Automate – Level 1	Oct 21 (9am)
Power Automate – Level 2	Nov 11 (9am)
Power BI – Part 1	Sep 15 (1pm), Nov 5 (9am)
Power BI – Part 2	Oct 7 (1pm), Dec 3 (9am)
Power Packed PowerPoint	Sep 14 (9am)
PowerPoint Tips & Tricks	Nov 3 (1pm)
Teams – Level 1	Sep 15 (9am), Nov 11 (1pm)
Teams – Level 2	Oct 21 (1pm), Dec 15 (9am)
Windows Tips & Tricks	Sep 11 (9am)
Word Tips & Tricks	Nov 23 (1pm)
Word Whiz	Oct 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 newer class offerings
- We reserve the right to cancel or reschedule classes that do not meet minimum seating requirements