

# 2020 Live Webinars

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## LIVE ONE HOUR WEBINARS!

- If you can't make one of the live sessions, each one will be recorded and available for you to watch for 3 months!
- Exercises are given as homework to practice.
- Price includes practice files, course materials and all the lessons in the webinar. They are all one hour per week.
- Group Pricing is available, contact us!

**NEW: You will now have the option to "work ahead" as you will have access to the entire course right from the start! All the lessons have been pre-recorded in case you want to do it on your own or do a combination of live and recorded sessions.**

### October 2020 **10**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### November **11**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December **12**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### January 2021 **01**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Webinar Name	Time (MST)	# of sessions	Cost
Microsoft Cloud featuring Teams Tour	1:00 PM	1	FREE
Outlook Tips and Tricks	10:00 AM	1	FREE
Word Tips and Tricks	1:00 PM	1	FREE
Teams Success Blueprint	1:00 PM	6	\$199
Excel Level 1	10:00 AM	3	\$99
PowerPoint	1:00 PM	3	\$99
Excel Beyond the Basics	10:00 AM	10	\$199
Word Beyond the Basics	1:00 PM	10	\$199
NO CLASS			

# Live Webinar Course Descriptions

Course Name	Start Date	Time (Mountain Time)	# of Sessions (Hours)	Cost	Description
<b>Microsoft Cloud featuring Teams Tour</b>	Wed Oct 7 2020	1:00 PM	1	FREE	Get a tour of what Microsoft 365 has available for you. Find out how best to utilize Microsoft apps like OneDrive, OneNote, SharePoint and Teams and see how they all work together. Discover the true potential for collaboration and productivity within your organization and your Team.
<b>Outlook Tips and Tricks</b>	Thu Oct 8 2020	10:00 AM	1	FREE	Is Outlook the one program that you use the most and spend the majority of your time on in a day? If so, then it makes sense to know more about it and be super productive when using it! This is the course that you'll wish you would have taken a long time ago!
<b>Word Tips and Tricks</b>	Thu Oct 8 2020	1:00 PM	1	FREE	Have you ever hit TAB or SPACE multiple times to line text up? How about struggled with line spacing? This course covers all the little things about Word that makes it easier to work with. Great for all experience levels!
<b>Teams Success Blueprint</b>	Wed Oct 14, 2020	1:00 PM	6	\$199	Everything you need to know about Microsoft Teams without having to be a tech whiz! Learn how to set up Teams with members, channels and apps, etc. We will also discuss how to integrate other products like OneNote, SharePoint and OneDrive. We will also cover Chat, Channels, Wiki and online Meetings.
<b>Excel Level 1</b>	Thu Oct 15 2020	10:00 AM	3	\$99	Want to learn Excel and get started creating and editing spreadsheets? We will cover formulas and functions, quick formatting methods, sorting and printing tips.
<b>PowerPoint</b>	Thu Oct 15 2020	1:00 PM	3	\$99	Create your own professional looking presentation complete with pictures, shapes, smart art and jazzy effects. Learn how to effectively present it with slide transitions and animations. Great for all levels.
<b>Excel Beyond the Basics</b>	Thu Nov 5 2020	10:00 AM	10	\$199	This course starts with a review of basic Excel features and Tips and Tricks and works into intermediate features and functions (IF, VLOOKUP, ROUND, Graphs, Linking, etc.). If you're a real beginner, consider taking the Level 1 webinar first.
<b>Word Beyond the Basics</b>	Thu Nov 5 2020	1:00 PM	10	\$199	This course starts with a review of basic features and covers Mail Merge, Sections, Autotext, Styles, Table of Contents, Document Compare, Track Changes, Advanced Numbering, Tables, Borders, Pictures and Columns, and more! It is recommend that you take Word Tips and Tricks first.

- PLEASE NOTE ALL TIMES ARE IN MOUNTAIN TIME ZONE
- PRICES ARE IN CAD \$ AND DO NOT INCLUDE GST