

Schedule of Fall Classes at Dover Adult Learning Center

Microsoft Office Professional

<u>Fri Sep 15</u>	1:00pm – 4:00pm	MS Excel 1A
Wed Sep 20	4:00pm – 5:00pm	MS Excel Intro to Formulas
Fri Sep 22	1:00pm – 4:00pm	MS Excel 1B
Wed Sep 27	4:00pm – 5:00pm	MS Excel - Manage multiple worksheets
Fri Sep 29	1:00pm – 4:00pm	MS Word 1A
Wed Oct 4	4:00pm – 5:00pm	MS Word - Mailmerge
Fri Oct 6	1:00pm – 4:00pm	MS Word 1B
Wed Oct 11	4:00pm – 5:00pm	MS Word Tables and Tabs
Fri Oct 13	1:00pm – 4:00pm	MS Windows
Wed Oct 18	4:00pm – 5:00pm	MS Excel Intro to Formulas
Fri Oct 20	1:00pm – 4:00pm	Intro to MS Access database
Fri Oct 27	1:00pm – 4:00pm	MS Excel 2A
Wed Nov 1	4:00pm – 5:00pm	Intro to Logical functions & nesting them
Fri Nov 3	1:00pm – 4:00pm	MS Excel 2B
Fri Nov 17	1:00pm – 4:00pm	Intro to MS PowerPoint
Fri Dec 1	1:00pm – 4:00pm	MS Excel 3A
Fri Dec 8	1:00pm – 4:00pm	MS Excel 3B
Fri Dec 15	1:00pm – 4:00pm	MS Windows