MassNAHRO Calendar - Software Classes			July - August 2020	
Date	**Time**	**Course**	**Difficulty Level (1-10)**	**Day of Week**
July 14	9:00 - 12:00	**Excel Basics ***	4	Tue
July 22	9:00 - 12:00	**Excel Basics ***	4	Wed
July 27	9:00 - 12:00	**Windows 10 Tips & File Management Techniques**	5	Mon
August 5	9:00 - 12:00	**Word Refresher**	4	Wed
August 10	9:00 - 12:00	**Excel Intermediate Overview**	6	Mon
August 20	9:00 - 12:00	**Excel Tips & Tricks**	6	Thu

* Excel Basics is being offered twice, each class is the same. Please enroll in only 1 date.

Special Instructions:

o   Due to COVID-19, these courses will be presented via instructor-led webinar using GoToMeeting.
o   Registration for sessions is via the MassNAHRO website.
o   A student must enroll in order to participate and in order to receive the meeting credentials.
o   3 days prior to the class date or if the class becomes full, the class will be closed to new registrations.
o   The closed class list will then be forwarded onto CyberSense.
o   Kathy Arnold from CyberSense will send a reminder email (2 days prior to the session) to the enrolled participants.
o   The reminder email will contain the meeting credentials, and printable attachments related to the course content.
o   The course materials will be an easily printable quick reference card or shorter manual for ease of printing @ home or work.