



Microsoft Office

(Word, Excel, PowerPoint
and Outlook)

Shortcuts, Tips and Tricks!

Are you tired of 'fighting' to get your Microsoft Word document to look the way you want? Do you struggle for hours to make things "look right"? Do you have a perfect Word document but you copy and paste into the document and it went

weird on you?

In this class you will learn tips and tricks to:

- (1) Make your Word documents look perfect – with ease, no stress, the first time.
- (2) Create a chart with one keystroke using Excel and other (very easy) tips.
- (3) Master the creation of PowerPoint presentations (from scratch and previously created presentations) (quickly and easily)
- (4) Use Quick-parts, Templates, and unknown shortcuts to breeze through Outlook!

If you spend hours of time frustrated in Word, Excel, PowerPoint, Outlook and want easy quick tips and tricks, this is for you!

Guest Speaker: Tim Owens
30SecondTraining.Com



Tim is a Corporate Certified Trainer since 1996. Tim Owens teaches in all 50 states and around the world. He teaches both Soft Skills (Time Management, Business Etiquette, Email Etiquette, etc.,) and Microsoft Office (Word, Excel, Outlook, Access, and PowerPoint.) His classes are fun and entertaining but most importantly Tim keeps the training on course and relevant.

CAP/CAP-OM RECERTIFICATION DOCUMENTATION PENDING

CURRENT MEETING

Date: October 16, 2012

Location:

Paul's Diner (at the Villa)
4000 El Camino Real
San Mateo, CA

Time:

5:30 p.m. Networking
6:00 p.m. Welcome/Dinner
6:30 p.m. Program

Cost:

\$5.00 ECC Members
\$10.00 Non-members

Dinner:

Please note the change.....

Upon arrival, place your order & pay at the register; then proceed to meeting area.

RSVP:

Visit us online to RSVP.

FUTURE MEETINGS

Nov. 20th: "In Case You Get Hit by a Bus on Your Way Home- Creating An Effective Administrative Procedures Binder."
Speaker: Diana Smith
ECC Member and 2012 Secretary

Dec. 11th: Note Date Change
HOLIDAY EVENT

VISITORS WELCOME

Please share this flyer with any administrative professional interested in professional development, education, & networking.

For information contact: Cindy Picetti
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(Please mention ECC IAAP in the subject line) ; or visit

<http://www.elcaminoiaap.shutterfly.com>