

# Orange Empire Chapter

**Dinner Meeting & Speaker - November 15, 2012**  
Doubletree Club Hotel

*Guest Speaker*

*Tim Owens of TimOwens.com*

*"Microsoft Word 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 until you copy and paste into the document and it goes weird on you? If you spend hours of time frustrated while using Microsoft Word, this presentation will dazzle you. You will leave with a 'new' understanding of how to use Microsoft Word and you will leave this presentation empowered as well as being able to cut hundreds of hours of stress from your schedule.

Tim has been a Microsoft certified trainer since 1997 and has 16 years' experience teaching Microsoft Office (Word, Excel, Outlook, PowerPoint and Access). Additionally, Tim has been a technical trainer for the Microsoft Certified Systems Engineer program for 7 years. He attended the USC Annenberg School for Communication & Journalism and is a published author and public speaker. He currently provides software and soft skills training in all 50 States and 29 cities in Northern and Southern California. Tim's hobby is international travel; he has been to 27 countries and 35 international cities.

*Qualifies for one recertification point!*

## Meeting Agenda

6:00 p.m. Networking  
6:30 p.m. Dinner – Cost \$26

**If you RSVP and don't show up, you are responsible for payment.**

**Dinner ~ Fall Dinner ~** Roasted Breast of Turkey with Mushroom Demi Glaze, Scalloped Potatoes, Assorted Julienne Vegetables in Butter Sauce

**Each selection includes tossed field greens with choice of dressings, assorted dinner rolls and creamy butter. Pumpkin pie will be served for dessert.**

**Decaffeinated Coffee, Hot Herbal Tea & Apple Cobbler for Dessert**

7:00 p.m. Speaker – Tim Owens  
8:00 p.m. Business Meeting  
8:30 p.m. Adjournment

\* Free valet parking is available to OEC members - just announce you are with OEC- IAAP upon arrival.

Stay informed and visit the websites:

Chapter – [www.iaap-oec.org](http://www.iaap-oec.org)

CA Div – [www.iaap-ca.org](http://www.iaap-ca.org)

## Upcoming Events:

- Certification Test November 3

## OEC Fundraising:

- Box Tops – continue to collect box tops
- Orange St. John's MOPS Boutique November
- Orange Holiday Tree Lighting December 2
- iGive – continue shopping



R.S.V.P. by Tuesday, November 13, 2012 to Martha Ramirez, [mramirez@santa-ana.org](mailto:mramirez@santa-ana.org) or call 714-667-2732.