



# Pasadena Chapter Invites You!

**Thursday, October 11, 2012**

Microsoft Office (Word, Excel, and  
PowerPoint) Shortcuts, Tips & Tricks  
Presented by Tim Owens



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 :

- ◆ Make your Word documents look perfect — with ease, no stress, the first time
- ◆ Create a chart with one keystroke using Excel and other (very easy) tips
- ◆ Master the creation of PowerPoint presentations (from scratch and previously created presentations (quickly and easily)

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

**WHERE: Clearman's North Woods Inn**

7247 Rosemead Blvd  
San Gabriel CA 91775

**TIME: 6:00 PM—Networking/Check-in/Dinner**

*Menu selection is made upon arrival*

**6:30 PM—Call to Order**

**COST: \$22 (IAAP Members) \$24 (Non-members)**

Make checks payable to **IAAP Pasadena Chapter**

**RSVP: by Tuesday, October 9** to Victoria Hernandez

626-536-0311 or 2012.iaap.pasadena@gmail.com



**Re-certification points will be available to CAP/CAP-OM holders in attendance**