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Each One Reach One





**SAN FRANCISCO LEGAL PROFESSIONALS ASSOCIATION
EDUCATIONAL SEMINAR**

Date: Wednesday, January 23, 2013
Time: 6:00 – 7:30 p.m.

Place: Altshuler Berzon LLP
177 Post Street, Suite 300
San Francisco, CA 94108

Speaker: Tim Owens, CEO
30secondtraining.com

Topic: Microsoft Office Shortcuts, Tips and Tricks
Cost: \$15.00

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 presentation you will learn use hands on exercises to learn:

- (1) 5 easy steps to make your Word document look perfect.
- (2) Create a chart in Excel using 1 keystroke
- (3) Easy tips for Mastering PowerPoint (quickly and easily)
- (4) Making Outlook easy, fun, and manageable.

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