



MS Office[®] Tips & Tricks

Classes: **Windows, Word, Excel, PowerPoint, Outlook**
Beginning, Intermediate and Advanced level classes
\$125/person/day
8:30 AM – 3:00 PM *approx.*

Registration: Email your registration to: barb@omnicomsg.com
Call **OmniCom/The Fourth R** – 513-424-0700

If registering via email, please include; **employee number, cost center number, contact phone number.**
Ask your supervisor for permission before registering.

If you have to leave a message, please identify yourself with a phone number where we can contact you to confirm your class.

If a class is cancelled, we will ask to enroll you in the next scheduled class.

Go to http://www.omnicomsolutionsgroup.com/course_objectives.htm to see a listing of our Course Objectives for each class. Use the Bookmarks feature in Acrobat to navigate to the proper class.

Cancellation: There will be **NO** penalty if student cancels **3 business days in advance.** **If the student fails to cancel, they will be charged the full amount of the class.**



Miami Valley Hospital
Good Samaritan Hospital
Atrium Medical Center

June – August, 2010

- *Classes will start at 8:30 AM unless otherwise noted*
- *Classes will be taught at:*

OmniCom Solutions Group
3536 Central Avenue
Middletown OH

Tues., June 8 – Working with Graphics in Word & PowerPoint (½ day)

Tues., June 15 – Introduction to PowerPoint

Tues., June 22 – Working with Charts in Excel (½ day)

Tues., July 6 – Introduction to Excel

Tues., July 20 – Introduction to Word

Tues., July 27 – Intermediate Excel

Tues., Aug. 3 – Intermediate Word

Tues., Aug. 10 – Advanced Excel

Tues., Aug. 17 – Getting Docs to Talk / Linking Documents (½ day)

Tues., Aug. 24 – Introduction to Excel

Comments

“I thought I knew Windows, I was fooled!”

“The best training I’ve ever had”

IT Epic Team

“Thorough and patient”

Samaritan Crisis Care

“I learned so much today ...I got answers to my questions”

Administration

“Everyone could benefit from this class and this training”

Nursing Admin.

“I wish I’d taken this class 10 years ago”

IT Telecom