

MS Office® Tips & Tricks

Classes:

8:30 AM – 3:00 PM *approx.*

Windows, Word, Excel, PowerPoint, Outlook

Beginning, Intermediate and Advanced level classes

Class minimum is 6 – Class maximum is 12

\$125/person/day unless otherwise noted

Registration:

Email your registration to: barb@omnicomsg.com

Call **OmniCom/The Fourth R** - 877-299-0700

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**. The student is automatically registered for that next scheduled class. **If the student fails to cancel, they will be charged the full amount of the class.**



Training at GSH

June-August, 2010

- *Classes will start at 8:30 AM unless otherwise noted*
- *Classes will be taught at GSH –*
 - *4th Floor, South Bldg. OR Davue Building, Hans Solo or Yoda*
 - *Call June Dean (ext. 1024) for parking concerns*

Wed., June 2 – Working with Graphics in Word & PowerPoint (*½ day*)

Wed., June 16 – Introduction to Excel

Wed., June 30 – Intermediate Excel

Wed., July 7 – Introduction to PowerPoint

Wed., July 14 – Working with Charts in Excel & Word (*½ day*)

Wed., July 28 – Introduction to Word

Wed., Aug. 4 – Intermediate Excel

Wed., Aug. 11 – Getting Docs to Talk / Linking Documents (*½ day*)

Wed., Aug. 25 – Excel Advanced

“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 todayI 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