

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.fourthr-ohio.com/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 MVH

March - May 2010

- *Classes will start at 8:30 AM unless otherwise noted*
- *Classes will be taught at MVH –*
 - **Weber Bldg. 5800 B**
 - *Call Julia Gomia (ext. 4052) for parking concerns*

Bold dates indicate class changes from previous schedule -

Thurs., Mar. 11 - Windows

This class sets the stage and explains the concepts for all other classes.

Thurs., Mar. 18 – Introduction to Excel

Thurs., Mar. 25 – Introduction to Word

Thurs., Apr. 8 – Introduction to Access

Thurs., Apr. 15 – Introduction to Excel

Thurs., Apr. 22 – Word Intermediate

Thurs., Apr. 29 – Access Intermediate

Thurs., May 6 – Introduction to Excel

Thurs., May 13 – Introduction to Word

Thurs., May 20 – Excel Intermediate

Thurs., May 27 – Advanced 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