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JANUARY

Introduction to Tips & Tricks for Microsoft Office 2007 (Level 100)

Get the most out of the Microsoft Office 2007 System. As someone beginning to use Microsoft Office 2007, you will learn about new features and timesavers to help in your day-to-day work. This session is good for beginner, intermediate, or advanced users – everyone will learn something! The Microsoft Office System has evolved from a suite of personal productivity products to a more comprehensive and integrated system. This presentation will demonstrate useful tips and tricks for Outlook, Word, Excel and PowerPoint.

Presenter: Andy Reed, Senior Training Specialist, Microsoft Corporation

Date: Wednesday, January 21, 2009

Time: 10 am Pacific; 12 pm Central; 1 pm Eastern

FEBRUARY

Intermediate Tips & Tricks for Microsoft Office 2007 (Level 200)

Get even more out of the Microsoft Office 2007 System. As someone who has worked with the Microsoft Office system for some time, you will discover efficient ways to configure, customize and utilize Microsoft Word, Excel and Outlook to get the most out of Microsoft Office. The presentation will demonstrate useful tips and tricks for Microsoft Outlook, Word and Excel. In addition, you will see useful ways to interact between these Microsoft applications.

Presenter: Andy Reed, Senior Training Specialist, Microsoft Corporation

Date: Wednesday, February 11, 2009

Time: 10 am Pacific; 12 pm Central; 1 pm Eastern

MARCH

Collaborating with Microsoft SharePoint Service 2007 for Microsoft Office 2007

Microsoft SharePoint provides a single, integrated location where employees can efficiently collaborate with team members, find organizational resources, search for experts and corporate information, manage content and workflow, and leverage business insight to make better-informed decisions. As a Microsoft Office 2007 worker you have more coming at you than ever before. Get the tools to take on these challenges and be more productive. Business productivity solutions from Microsoft can enable more efficient collaboration and help you find and share critical information faster. Learn Tips and Tricks on how to work together and exchange information with Microsoft Office SharePoint 2007.

Presenter: Andy Reed, Senior Training Specialist, Microsoft Corporation

Date: Wednesday, March 11, 2009

Time: 10 am Pacific; 12 pm Central; 1 pm Eastern

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