

# Productiv\_IT with Office 2003 for Executive Assistants

Computer Lab Workshop  
Two Day

**A workshop for EAs to learn the productivity features of the Office 2003 suite  
Outlook, Excel, Word, PowerPoint**

Productiv\_IT with Office 2003 is a dynamic, two day workshop for EAs who work in a Microsoft Office 2003 environment. It is important to be proficient in the use of these tools to be able to support your manager and your team. This workshop will help you learn how to maximise the use of the productivity features in the Microsoft Office software. This workshop combines good work practices and modern technology for people who need to more effective in the use of these tools. We teach you how to use each of the main applications and how to pass information between them. Find out how to get the benefits from the hidden power in MS Office 2003 and learn faster ways to perform common functions.

## Content

### MS Outlook

- What effective time managers do and how to do it with Outlook
- Using Outlook to focus on your priorities not incoming mail
- How to delegate and track Tasks effectively
- How to get the most from the Calendar
- To use Tasks to plan, prioritise and schedule your work
- Managing information on your PC and desk
- Many hints and tips to make Outlook work for you

### MS Word

- Setting up a document
- Using basic Word features
- Spelling checks
- Layout of a document
- Enhancing your document
- Editing documents

- Tables
- Formatting

## MS Excel

- Setting up a spreadsheet
- Entering data
- Manipulating data
- Edit Options,
- Setting up Columns and Rows
- What if?
- Reports

## MS PowerPoint

- Planning your Presentation
- The Building Blocks
- Creating your Outline
- Summary Slides
- Creating a Look
- Revising the Text Content
- Adding Graphics
- Layering Objects
- Good Practice for PowerPoint Presentations

## **Trainer - Adrian Sharp – Acorn's IT Training Manager**

**Adrian** is one of Australia's leading Microsoft trainers and is an IT Professional with over 30 years experience in the field of Information and Communication Technology. Adrian has been designing and delivering IT courses for more than 15 years.

Adrian approaches training with a wealth of practical knowledge and skill from his former IT roles in; Systems Analysis, Project Management, Team/Section Management and Consulting. With a Bachelor of Applied Science in IT and a Graduate Diploma in Education under his belt Adrian is an exciting and talented presenter. Adrian believes that training people to be effective and productive users of office applications is very rewarding.

**Enrolment Form - Productiv IT with Office 2003  
for EA's**

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to  
courses@acorntraining.com.au

**Venue:** Acorn Training Centre: 74 Townshend St Phillip

**Course dates:**

**Time:** 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation \_\_\_\_\_ Branch/Division \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

**Payment Details**

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Total price \$995 x \_\_\_\_\_ attendees = \$ \_\_\_\_\_ \$895 early bird price (early bird  
applies up to three weeks before the date of the workshop).

**1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_  
Expiry date \_\_\_\_\_

**2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day may incur an administrative fee. We suggest you send a substitute if you can't come at the last minute.

If you do not wish to receive these emails place "Remove" in the subject line of a return email.