

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

Acorn Trainers

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

A business can never be better than the sum of all its parts. That's why at Acorn we employ the best people available, so that we can be the best training provider for our customers.

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.

Name of Attendee	Email address	Date(of workshop)
1.		
2.		
3.		
4.		
5.		
6.		

Organisation:	
Branch/Division:	
Address:	
Phone Number:	
Fax Number:	

Payment Details

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.