



The Office Wiz Training, Consulting and Support Services

(303) 330-0565
Theofficewiz@prodigy.net
www.theofficewiz.biz

COURSE DESCRIPTION FOR RUN YOUR BUSINESS WITH MICROSOFT® OFFICE®*

Created with the entrepreneur in mind, this unique series of workshops focuses on all the critical features of Microsoft Office. Each program offers a huge assortment of valuable tools that all businesses can use, but they can be overwhelming to learn on your own. Using your own graphics and text, we will create the essential documents your business needs as well as learn valuable time saving techniques and tips for each player in the Microsoft Office suite.

LENGTH

This series is available as a six week course or as individual cafeteria-style offerings. Each session is four hours.

PREREQUISITES

Completion of the basic class for each Office program or equivalent knowledge. You must also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Week 1: Word

- Creating templates for electronic and printed letterhead, envelopes, labels and fax cover sheets
- Mail merge for marketing, sales and customer communication
- Designing business cards
- Brochures, flyers and postcards

Week 2: Excel

- Creating an invoice template
- Developing accurate and speedy financial documents
- Analyzing information through PivotTables
- Database/list management and filtering

Week 3: Access

- Designing a database for customers, employees or inventory/product
- Form design for easy and accurate data entry
- Filtering techniques including designing queries
- Printing reports including labels, postcards, etc.

* Actual content may vary depending on the version of Microsoft Office.

Week 4: PowerPoint

- Creating in store displays
- Designing flyers
- Info presentations
- Effective presentation tips
- Moving your presentation

Week 5: Outlook

- Managing contacts and employees
- Coordinating appointments
- Tracking events with clients and employees
- Project management
- Creating and working with vcards (electronic business cards)
- Designing custom email stationery

Week 6: Publisher

- Designing business cards
- Exploring tons of built-in templates including brochures, menus and flyers
- E-mailing newsletters
- Publishing options: Internet, printed or email

NECESSARY SOFTWARE AND HARDWARE

- Microsoft Windows
- Microsoft Office (version may vary)
- An installed printer driver. (Printers are not required; however, you must have an installed printer driver to use Print Preview.)
- A CD with your company's logo along with any other pictures or files to use for your workshop choices.

OTHER OFFICE CLASSES

- Mastering Mass Mailings With Microsoft Office