

# 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](mailto: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

## Sept. - 2009

- *Classes will start at 8:30 AM unless otherwise noted*
- *Classes will be taught at MVH, Weber Training Room #1*
  - *Near Employee garage / around the corner from the Testing Center*
  - *Call Julia Gomia (ext. 4052) for parking concerns*

Tues., Sept. 1 – Intermediate Word

Tues., Sept. 8 - Advanced Excel

Tues., Sept. 15 – Outlook

Email – 8:30 AM

Advanced – 12:30 PM *Contacts, Calendar, Tasks*

Tues., Sept. 22 – Introduction to PowerPoint

Tues., Sept. 29 – Advanced Word

### 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*

# Training at GSH

## Sept.-Dec.- 2009

- *Classes will start at 8:30 AM unless otherwise noted*
- *Classes will be taught at GSH - 4<sup>th</sup> Floor, South Bldg. or Davue Building, Hans Solo*
  - *Call June Dean (ext. 1024) for parking concerns*

Wed., Sept. 9 – Introduction to Excel

Wed., Sept. 16 – Windows XP, *Understanding Computers*

Wed., Sept. 23 – Intermediate Excel

Wed., Sept. 30 – Introduction to Word

Wed., Oct. 7 – Advanced Excel

Wed., Oct. 14 – Intermediate Word

Wed., Oct. 21 – Outlook (Email, Calendar, Contacts, Tasks)

Wed., Oct. 28 – Introduction to PowerPoint

Wed., Nov. 4 – Introduction to Access

Wed., Nov. 11 – Introduction to Excel

Wed., Nov. 18 – Intermediate Access

Wed., Nov. 25 – Intermediate Excel

Wed., Dec. 2 – Introduction to Word

Wed., Dec. 9 – Advanced Excel

Wed., Dec. 30 - Outlook (Email, Calendar, Contacts, Tasks)

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