



## Office Professional 2007

**\$40.00 Per Class**  
Or all 3 classes for  
**\$100.00**

### Microsoft Word

Friday, February 5th, 8:30 am -12:30pm

Writing a business plan? Need a promotional flyer? You don't need special tools if you have Microsoft Word 2007. Join us for a practical look at how Word can be used to create flyers, brochures, invitations, business cards, mass-emails, business plans and more. This class will show you how to use the software you probably already have to create documents and marketing materials. Learn to:

- Format text (color, font, Size) with only a few clicks
- Apply styles for consistent look and feel
- Cut, copy and paste between documents and even other programs

### Microsoft Excel

Friday, February 12th, 8:30 am -12:30pm

This class will take you through the basics of rows, columns, cells, formulas and then through more advanced reports formatting and graphs. Take the mystery out of creating powerful and meaningful spreadsheets, graphs and reports. Save time using Excel's built in functions and features. Topics specifically covered:

- Auto fill—spend less time typing
- Quick ways to generate totals, counts and averages
- Ways to sort, sub-total and organize data

### Microsoft Outlook

Friday, February 19th, 8:30 am -12:30pm

Why spend hundreds of dollars on a Customer Relationship Management (CRM) system and calendaring package, when Outlook has what you need to accomplish those tasks. Learn to use both the very basics along with more advanced features and functions of Microsoft Outlook. It will save you money, time and efforts.

Learn to:

- Set meetings reminders and Manage Projects
- Track Customer Activity
- Manage email, customers, prospects and Contacts database



**Location:**  
**Knowledge For Success**  
**@ LaMancha Business Center**  
**2701 West Berry St**  
**Building I,**  
**Large Meeting Room**  
**Fort Worth, TX 76109**

#### About the Trainer

Tim Kormos has provided training to customers throughout the US, Canada and the Dominican Republic in Fortune 500 companies (IBM, Disney, Harley Davidson, Coca-Cola, Nestle, Chase Manhattan Bank, Bank of America and many more) Tim has a fun, inclusive style and understands how people learn. He brings experience, energy and enthusiasm to deliver the highest quality educational programs to his attendees.

**Pre-Registration and Payment is required!**

**[www.KnowledgeForSuccess.org](http://www.KnowledgeForSuccess.org)**

**682-841-2020**