



Professional Educators

TIPS & TRICKS SEMINARS

Tips & Tricks Seminars

Our tips & tricks seminars focus exclusively on specific features in an application and enable participants to learn exactly what they need in a just a few hours. We teach employees to better utilize and integrate specific features in Microsoft Office applications to increase productivity and ultimately increase company profits. Our seminars are available on-site or via our web based training technology. Each seminar is three hours in length and the maximum number of participants per seminar is twelve. Each seminar participant is provided with a customized Reference Guide.

Tips & Tricks in Word 2003

Everyone's favorite. Learn the shortcuts to set line spacing, customize bullets and numbering, change margins and indents, re-size columns, customize toolbars, and quickly insert commonly used text and graphics. You learn to create AutoText and Auto-Correct entries and use other quick keystrokes and shortcuts that save time.

Intermediate Tips & Tricks in Word 2003

This seminar teaches individuals to use intermediate formatting features in Word. You will learn to set tabs and indents to align text, create tables to format information into columns and rows, and use automatic numbering and bullet lists. You will also learn to apply and modify styles to simplify text formatting and build a table of contents. You will also learn to insert section breaks to incorporate multiple document formats and headers and footers in a single document. Tips & Tricks in Word is the recommended prerequisite.

Advanced Tips & Tricks in Word 2003

This seminar teaches individuals to use advanced features in Word. You will learn to customize number and bullet lists, use multi-level numbering styles for outlines, link Excel and PowerPoint data, create macros to automate repetitive tasks, create and modify templates, and use the master document feature to maintain long documents into more manageable subdocuments. Tips & Tricks in Word and Intermediate Tips & Tricks in Word are the recommended prerequisites.

Mail Merge in Word 2003

This seminar teaches individuals to use the mail merge capabilities of Word. You will learn to set up and merge form letters, envelopes and labels and quick tips to create and sort your data file. You will learn to perform conditional merges to print only the letters, labels or envelopes you need.

Create & Modify Tables in Word 2003

Tables are a simple alternative to setting tabs when you need text to appear in a column format. Apply borders and shading to enhance a table or hide the lines and it looks like tabs on the printed page. You will learn to create AutoText entries to quickly insert tables and enter formulas to make calculations. You will also learn to insert an Excel worksheet in a Word document to use more advanced formula capabilities! Tips & Tricks in Word is the recommended prerequisite.

Creating Forms & Templates in Word 2003

Create templates and insert form fields for consistent document completion. Templates and form fields enable you to incorporate check boxes, text fields, and drop down list boxes in a form. In addition, you will learn to protect a form to prevent modifications by other users. Learn to draw tables to replicate a printed form in a Word template or document. Formatting Documents in Word is the recommended prerequisite.

Styles & Cross Reference Codes in Word 2003

Styles are an absolute MUST for every Word user because they work in conjunction with many other features in Word such as table of contents, indexes, table of authorities, cross referencing, and outline view. You will learn to apply built-in styles, create new styles, and modify styles to format multiple paragraphs simultaneously. You will learn to use styles to build a table of contents, index, and table of authorities. Tips & Tricks in Word is the prerequisite.

About Professional Educators

Professional Educators is a consulting firm that provides its clients with customized training in Microsoft® Office applications in addition to other industry-specific software programs. We offer consulting services, classroom training, tips & tricks seminars, web-based training, and executive training. We also offer web site design and desktop publishing services for our clients. We are committed to providing the highest quality of training available and incorporate a complete training cycle into every project. Our classes and seminars teach employees to better utilize and integrate specific features in Microsoft® Office applications to increase productivity and ultimately increase company profits.

Contact Patricia Luchsinger at (440) 967-9368 or at educators@adelphia.net. Visit our web site at www.professional-educators.com.

Tips & Tricks in Excel 2003

A necessity for introductory to intermediate Excel users. Learn to set up new worksheets and edit existing worksheets with basic formulas in addition to functions formulas such as SUM, MIN, MAX, and AVERAGE. Use AutoFill to quickly copy formulas and text to adjacent cells. Learn quick tips to paginate and print worksheets, workbooks, and ranges and sort and filter data. Use workbooks to set up large spreadsheets and group sheets for consistent formatting. Additional topics include navigation techniques and several quick keystrokes.

Intermediate Tips & Tricks in Excel 2003

This seminar teaches individuals to use intermediate features and formulas in Excel. You will learn to incorporate range names and absolute referencing with function formulas and advanced sorting and filtering techniques. You will learn to use database function formulas to utilize the database functionality of Excel, and date and time functions to perform calculations with dates and times. You will also learn to create multi-sheet workbooks in Excel that include three-dimensional formulas. Additional topics include auditing worksheets and workbooks, and integrating data from other applications. Tips & Tricks in Excel 2003 is the recommended prerequisite.

Advanced Tips & Tricks in Excel 2003

This seminar teaches individuals to use advanced function formulas such as IF, ROUND, ROUNDUP, LOOKUP, VLOOKUP, HLOOKUP and the LOOKUP wizard. You will also learn to create, modify, and format pivot table reports and charts, and record and run macros to automate repetitive tasks. Additional topics include auditing worksheets and workbooks, creating styles and templates, protecting worksheets and workbooks, and incorporating custom number formats. Tips & Tricks in Excel 2003 and Intermediate Tips & Tricks in Excel 2003 are the recommended prerequisites.

Create Charts in Excel 2003

This seminar teaches individuals to use the charting capabilities of Excel. You will learn to create bar, line, and pie charts to illustrate worksheet data graphically. You will modify chart objects including the data series, chart axis, fonts, and chart titles. You will learn to embed charts onto existing worksheets and position charts on separate worksheets. You will also learn to integrate and link Excel charts into Word documents and PowerPoint presentations. Printing tips are also included.

Tips & Tricks in PowerPoint 2003

A great seminar for users who create and modify presentations. Learn quick time saving tips working in slide, slide sorter, outline, and notes page view and quick navigation techniques to move throughout your presentation. Tips in working with templates and slide masters, and copying and moving slides between presentations. Learn to use custom animation and transition effects with text and graphics throughout your presentation. Presentation guidelines are included along with printing tips and tricks.

Microsoft Office Application Integration

This seminar teaches you how to integrate data from several Office applications into one document. You will learn to integrate and link Excel worksheets and charts into Word documents and PowerPoint presentations. Some experience with Word, Excel, and PowerPoint is recommended.

Tips & Tricks in Outlook 2003

Using Outlook for email? Learn to create folders to organize saved messages and use sorting and quick search techniques to find specific messages. Use flag for follow-up to mark important messages for future actions and resend and recall messages. You'll learn to print and save attachments, select stationary and add your signature automatically to outgoing mail. Learn to maintain your address book and use quick shortcuts to address messages, add contacts to your address book, and create distribution lists.

Advanced Tips & Tricks in Outlook 2003

Learn to create search folders to quickly find messages and other items based on search criteria, create rules to automate the organization of messages, apply conditional formatting, and archive old messages and other Outlook items. You will learn to modify Outlook's default settings and customize Outlook views. In addition, you will learn to create and forward distribution lists, use the meeting manager to schedule meetings, and include a vcard in your signature. Tips & Tricks in Outlook 2003 is the recommended prerequisite.

Tips & Tricks in Windows

A must for users who are new to the Windows environment. Learn to utilize the applications included with Windows such as My Computer, the Recycle Bin, and various accessories. Learn quick navigation techniques to start applications and multitask between them. Learn to create objects (shortcuts) on the desktop for quick access to applications and files, and arrange data files into an organized directory structure using the Windows Explorer. Search for files based upon name, extension and the text inside.

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