

Word[®] & Excel[®] 2010 Tips, Tricks & Shortcuts Workshop

\$197 inc GST per person

So what do you get??

- Interactive session
- Your own workbook to take away post event.
- Yummy Morning Tea

Tax invoice will be provided at the session

When: Wednesday 21st March 2012, 9.30am – 12.30pm

**Location: Best Western Plus The Tudor Box Hill
1101 Whitehorse Road, Box Hill**

YES Donna, BOOK ME IN, I want to work SMARTER and not HARDER!

I am using [tick the version of Office you are using] Office 2003 2007 2010

Name of Participant (If more than one, please attach a list):
Company:

Address:

Email:

Telephone Number:
Please advise any dietary requirements

Method of Payment:

Bankcard MasterCard Visa Cheque

Number of Places:

	Amount:	
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Name on Card:

	3 Digit Security Code	
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Card number:

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Expiry Date:

 Signed: _____

Avoid missing out, fax this registration today to (03) 9457 4785 OR Call our office to book on 03 9457 4745 or Mail to P O Box 100, Lower Plenty Vic, 3093 – with cheque payable to Prime Solutions Training & Consulting P/L
Cancellation Terms – 7 Days prior at no cost, within 7 days, total amount payable.
Can be transferred to another staff member, you just need to advise their details

Prime Solutions Training & Consulting Pty Ltd
P O Box 100, Lower Plenty Vic 3093
Tel 03 9 457 4745 Fax 03 9 457 4785
www.primesolutions.net.au

PRIME
SOLUTIONS

Discover Secret Word[®] & Excel[®] Tools That Computer Training Companies Don't Want You To Know!!



Testimonials

Having now had the benefit of your insights in three different settings I believe I could safely claim that you have saved a couple of weeks of my time annually.

Andrew Ballesty, Business Manager
NSW

This has saved me a lot of time when working with large numbers of email addresses for functions”

Debbie Biggs, Office Administrator, SA

Knowing how to create forms will reduce the amount of time staff spend on internal admin tasks and allow us to focus on more important tasks

Andrea Smith, Vic

One task that used to take me an hour or so, now takes a max of 15 minutes

Kathryn Yates, NSW

Would you like to get **MORE** work done in **LESS** Time?

Here is your opportunity to find out how you can work **SMARTER** and not **HARDER** with Word & Excel in a 3 hour interactive seminar style workshop

Donna Hanson, computer productivity specialist will share simple, easy and cost effective ways to utilise Word & Excel to reduce your stress and increase your productivity IMMEDIATELY!

So what will be covered?

Word

- ✔ Two Word tools that automatically insert data into your documents.
- ✔ How to save hours of frustration with tables & bullets
- ✔ How to creating Table of Contents and basic forms to save time with documentation

Excel

- ✔ 1 second graphs
- ✔ How to save frustration with shared spreadsheets
- ✔ 3 x 5 second ways to analyse spreadsheet data.
- ✔ How to get Excel to do the grunt work.

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