

# Word<sup>®</sup> & Excel<sup>®</sup> 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 Afternoon Tea

Tax invoice will be provided at the session or if you choose to book [online](#) you will receive one immediately

**When:** Thursday 29<sup>th</sup> March 2012 – 1pm for 1.30 start to 4.30pm  
**Location:** Icon Corporate Park, 2 Miami Key, Broadbeach Waters QLD 4218

**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:
Name on Card:	3 Digit Security Code

Card number:

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](http://www.primesolutions.net.au)



# Discover Secret Word<sup>®</sup> & Excel<sup>®</sup> Tools That Computer Training Companies Don't Want You To Know!!



## Testimonials

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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