

Tobin Solutions Sure Path Education Series

We guarantee your best technology experience



Presentation by Joy Shong IT Educator

Joy has over 15 years experience teaching classes and providing one-on-one training for Microsoft Office programs and other computer topics.

Schedule

11:30 a.m.—1:00 p.m.

Cost

\$30 each
\$100 for all 4 sessions

Includes Presentation,
Handouts, Sharing
and Lunch

Location

Technology Innovation
Center
• 10437 Innovation Drive
• Room 121 (ground floor)
• Wauwatosa

Lunch & Learn With Tobin Solutions

Join Tobin Solutions for Sure Path Education Lunch and Learns focused on Microsoft Office Suite applications and features. Each L&L teaches essentials, helps with specific needs, and allows attendees to ask questions and share tips.

1 Know and Tell With Excel

May 17, 2011

- Overview of spreadsheets
- Tools for greater efficiency
- Easier data entry
- Creating auto-fill lists
- Formatting tips to make data more readable

2 Merging and Mailing in Word and Outlook

Aug 16, 2011

- Best practices for Mail Merge
- How to print labels and envelopes easily
- using different data sources

3 PowerPoint with Panache

Nov 15, 2011

- Start with basics, enhance with formatting
- Differences between themes and styles
- Animation vs. transition

4 Write Ways with Word

Feb 21, 2012

- Formatting to create a polished document
- Using the ruler to control layout
- Adding symbols and unique characters
- Managing options so Word works for you

*****Register for full series by May 13 and be entered in a drawing for an iPod*****

TOBIN SOLUTIONS

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Registration and payment due by Friday May 13

To register

- Call Kristy at 414-449-9999 x103 or
- Send registration form with payment made to Tobin Solutions or
- Fax registration form to 414-443-9811 or
- Email form to Kristy.Schaff@TobinSolutions.com