

SECRETS OF MICROSOFT OFFICE

Upcoming Virtual Workshops:

Oct 27 Using Pivot Tables in **Excel**

Nov 3 Time-Saving Shortcuts
in **Word**

Nov 10 Organizing Yourself
with **Outlook**

Nov 17 Changing Meeting
Management on **OneNote**

All sessions are from
1:00PM - 1:50PM (PST)

Presenter:

Frank Byl

President of PowerConcepts

Each session
only \$5!

Receive a \$10 Starbucks
voucher when you attend!

**Register
Now!**



Join us for a series of one-hour presentations to give ideas and insight into the potential of Microsoft Office 365 delivered by Microsoft Master Instructor, Frank Byl. Frank has been training in Microsoft Office for 25 years.

Join us as Frank shares the very best tools that he's learned from that time of working with thousands of individuals and organizations!