Microsoft PowerPoint can be a great way to visually enhance a presentation, or it can be a quick trip to presentation purgatory. This seminar is designed to help you create winning presentations quickly and efficiently. You will learn shortcuts and tips that are not widely known; these tools will dramatically reduce both the time and attention needed to build a presentation, as well as improve the quality of the presentation itself.

**Attend and You Will Learn**
- Design rules for the home-run presentation
- Secret slide entry techniques
- Power enhancement tools
- Animation that provides pizzazz
- Winning delivery techniques
- Expertly joining PowerPoint with outside content

**Who Should Attend**
This class is for PowerPoint users who are interested in learning shortcuts, tips, and techniques for increasing productivity.

**Prerequisites**
A solid understanding of basic and intermediate Microsoft PowerPoint is needed.

Dec 2 - Fayetteville
Dec 4 - Charlotte
Dec 9 - Greensboro
Dec 11 - Raleigh
All classes are 9:00 am - 4:30 pm

This seminar will give you techniques that are guaranteed to increase your productivity with Microsoft Excel. Learn formulas and functions with advanced instruction on the most useful methods for automating reports; shortcuts and tips for preparing outstanding presentations using charts, and how to use macros to automate spreadsheet work.

**Attend and You Will Learn**
- Timesaving methods for building a worksheet
- How to create attention grabbing excel reports
- How to combine data with ease and accuracy
- Functions that save time and add pizzazz
- Amazing chart ideas that will get you noticed

**Who Should Attend**
This class is for Excel users who are interested in learning shortcuts, tips, and techniques for increasing productivity.

**Prerequisites**
A solid understanding of basic and intermediate Microsoft Excel is needed.
Learn to work smarter in this information-packed seminar! You will see shortcuts that really increase productivity and tips that will help you move more quickly through projects. Microsoft Word users at all skill levels can pick up new and useful ways to improve their personal word processing abilities.

Attend and You Will Learn
- How to customize the Word environment
- Data entry tips you won’t believe you didn’t know
- Keyboard shortcuts
- The value of AutoComplete and AutoCorrect
- Enhancement secrets that will make you shine
- Secrets to working with lists and tables
- How to take advantage of pre-created document parts
- The advantage of letting Mail-Merge do all the work
- How to create easy macros that simplify complex tasks

Who Should Attend
This class is for Word users who are interested in learning shortcuts, tips, and techniques for increasing productivity.

Prerequisites
A solid understanding of basic and intermediate Microsoft Word is needed.