

FREE Lunch-And-Learn Course

Thursday, April 21st 12pm-2pm



Learn the basics of today's powerful business applications in a casual environment.

You are invited to attend our Lunch-And-Learn Seminar: Office 2010—Business 101

Bring your lunch and a laptop, or just bring a notepad. You are welcome to stay just through lunch or through the entire session.

We will be discussing simple solutions to help you leverage your office productivity software and will be available to answer technical questions. If you're currently using Office 2003 or Office 2007, most features discussed will be available to you as well.

If you don't consider yourself a technical person, don't worry. This class is simply designed to help you make the most of your IT investment to improve the productivity and efficiency of your business. We have taught students of all levels and can make IT work for you. If you have any specific topics you want covered, let us know in advance and we will try to address them.

Please call or email to reserve as space will be limited.

info@properwichita.com - www.properwichita.com

Professional. Personal. IT

Office 2010—Business 101

Microsoft Word 2010

Learn to use some of the additional features to help you leverage this powerful word processor. Use online templates and more.

Microsoft Excel 2010

Learn the basics of using spreadsheets to keep track of sales data. Quick and easy ways to calculate and display information.

Microsoft Publisher 2010

Create a simple flyer or brochure using online templates and simple customization techniques.

Microsoft Outlook 2010

Harness more of this premiere email applica-

Microsoft PowerPoint 2010

Presentations made simple. Use an available template to create a professional presentation in no time.

Presented By: Kevin Peterson
(Network Engineer, Microsoft Certified Trainer)

Proper Technology Solutions, LLC

4601 E. Douglas
(in Office Park Plaza)
Wichita KS 67218

316.337.5628 office
316.201.7112 after hours
316.337.5531 fax



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