

## **Productiv IT with Office for EAs**

**A workshop for EAs to learn the productivity features of the Office suite - Outlook, Excel, Word, PowerPoint**

### **Do 1,2,3 or all 4 modules**

Productiv\_IT with Office is a dynamic, two day workshop for EAs who work in a Microsoft Office environment. It is important to be proficient in the use of these tools to be able to support your manager and your team. This workshop will help you learn how to maximise the use of the productivity features in the Microsoft Office software. This workshop combines good work practices and modern technology for people who need to more effective in the use of these tools. We teach you how to use each of the main applications and how to pass information between them. Find out how to get the benefits from the hidden power in MS Office and learn faster ways to perform common functions.

#### **CONTENT**

##### **MS Outlook**

- What effective time managers do and how to do it with Outlook
- Using Outlook to focus on your priorities not incoming mail
- How to delegate and track Tasks effectively
- How to get the most from the Calendar
- To use Tasks to plan, prioritise and schedule your work
- Managing information on your PC and desk
- Many hints and tips to make Outlook work for you

##### **MS Word**

- Setting up a document
- Using basic Word features
- Spelling checks
- Layout of a document
- Enhancing your document
- Editing documents
- Tables
- Formatting



### **MS Excel**

- Setting up a spread sheet
- Entering data
- Manipulating data
- Edit Options,
- Setting up Columns and Rows
- What if?
- Reports

### **MS PowerPoint**

- Planning your Presentation
- The Building Blocks
- Creating your Outline
- Summary Slides
- Creating a Look
- Revising the Text Content
- Adding Graphics
- Layering Objects
- Good Practice for PowerPoint Presentations



## Enrolment Form – Productiv IT with Office for EA’s

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to [bookings@acorntraining.com.au](mailto:bookings@acorntraining.com.au)

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
<b>Organisation</b>		
<b>Branch/Division</b>		
<b>Address</b>		
<b>Phone #</b>		
<b>Fax #</b>		

### **Payment Details**

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Single attendee: \$595

Second and subsequent attendee: \$395

For larger groups please call for a quote

#### **1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

#### **2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

Terms: Payment is due on or before the day of the session.