



**Honestly –
Is it really the
computer or
is it the operator?**

COMPUTER TRAINING

Hands-on computer training
focusing on three major
Microsoft® Office 2007 programs

**WORD
OUTLOOK
EXCEL**



**January 20, 2010
Appleton, Wis.**

Training conducted at MasterLink Training Center
utilizing MasterLink's professional staff!

This one-day computer training will save you time & eliminate frustrations!

Wednesday, Jan. 20

Appleton at MasterLink Training

8:45 a.m. Check-in

9:00 a.m. Training begins

4:30 p.m. Training concludes

If you use *Microsoft® Office 2007* programs such as **WORD**, **EXCEL** and **OUTLOOK** (an email program), then you likely encounter questions, frustrations and general bottlenecks on a daily basis and often wish for a more efficient and faster way to get your work done. If this is true, this training is for you!

During this one-day hands-on computer training session, MasterLink professional computer trainers will teach you the ins and outs of **WORD**, **EXCEL** and **OUTLOOK**. In no time, you will have mastered these three key computer programs, cutting your office time and multiplying your computer knowledge.

Training includes getting started with Microsoft® Office 2007 and MORE!

- Explore beyond the obvious features so you understand the abilities of the software.
- Learn to enhance your files and protect your work.

Create more professional-looking documents with WORD and EXCEL

- Utilize helpful built-in software features.
- Compare reviewed documents efficiently.
- Enhance your spreadsheets.
- Learn to correctly apply formulas.
- Organize and present data clearly.
- Apply finishing touches such as cover pages and more.

Work confidently within Outlook 2007

- Locate information in a snap.
- Share calendar information.
- Share information easier and quicker with colleagues.
- Gain tips on organizing and protecting information.
- Learn to work smarter, rather than just harder.

Includes follow up. Don't worry about forgetting everything when you get home. This training includes 60 days of follow-up support!



COMPUTER TRAINING

WEDNESDAY, JAN. 20, 2010

FOCUSING ON

Microsoft® Office 2007

WORD - EXCEL - OUTLOOK

Register Today - Limited to the first 20!

Name _____

Others attending _____

Phone Number (_____) _____

Email Address

Mailing Address

Street

City

State

Zip

Special PDPW member rate: \$175/person. (\$44 Savings!)

\$175 X ___ # attending = _____

Total Due: _____

NO walk-ins accepted. Class size will be limited to the first 20 PDPW members (producers or industry members) who register.

Your Credit Card Payment Information:

Credit Card # _____

3-digit V-code _____ Expiration date _____

Reminder: If your "dairy" is a PDPW member, every owner, partner and employee of your dairy is recognized as a member and qualifies for the special discounted rate of just \$175/person.

Register online at www.pdpw.org.

call 800-947-7379

or send your check to

Professional Dairy Producers of Wisconsin

N5776 County D, Suite 1

Fond du Lac, WI 54937