

Microsoft® Office

Tap into this remarkable version of Microsoft Office 2007 to combine the dynamic functionality of **Excel®, Word, PowerPoint®, and Outlook®** ... for incredible results!

Power up your productivity and streamline your tasks with this fully integrated suite of essential applications

The 2007 version of Office is the most effective, efficient, and user-friendly version to date. New features and time-saving devices have been added, and a revolutionary interface — Office Fluent — makes accessing and integrating the Office applications easier than ever before. Now you can expand your working knowledge of this powerful business tool in just one day of training!

In one highly productive day, you'll discover how to ...

- Use Office Fluent's revolutionary Ribbon interface — and say goodbye to pull-down menus, toolbars, and most of the task panes!
- Access your most frequently used commands and controls through the Quick Access Toolbar, Dialog Box Launcher, and Microsoft Office Button
- Let Office do some of your work for you — a new automatic integration feature opens programs and functions right where you need them
- Create a presentation that links to Excel data, assemble a report in Word, and use Outlook to distribute it
- Take advantage of the style galleries to create professional-looking designs in seconds instead of hours
- Make quicker decisions by using Live Preview to see exactly how your project will appear *before* committing to the change

ENROLL TODAY!



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64121-9468

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If you're a "time-deprived professional," *Microsoft Office* is for you!

If you're like most business professionals, you are always looking for ways to use what little time you have to your best advantage. You want to learn how to get the most out of Microsoft Office 2007 ... but slogging through thick tutorials or attending multiple-day training sessions is out of the question. We've created this course with the time-deprived in mind — and we guarantee you'll walk away from this training armed with dozens of terrific tools that will lighten your day-to-day workload.

Sure, you're familiar with Microsoft Office — most professionals are. But are you stuck in a rut, using Office for the same few tasks over and over? Chances are, you're barely scratching the surface of this incredible software suite's power and potential.

You may use Word to type documents and letters ... Excel to set up simple spreadsheets and perform calculations ... PowerPoint to create presentations ... and Outlook for scheduling your calendar and sending e-mail. But did you know that the power of Microsoft Office is far greater than the sum of its parts? True, the software programs of Office stand alone as the best in the business, but combine all their features, functions, and power, and you've got a formidable business tool at your fingertips!

What's new in Office 2007?

The folks at Microsoft redesigned Office to better reflect the various ways people really use the programs. Thanks to a wealth of new features and time-saving devices, it's more effective, efficient, and user-friendly than ever. And the revolutionary interface — Office Fluent — makes it a snap to access and integrate the Office applications.

The first time you utilize Fluent, you'll see that traditional menus and toolbars have been replaced by the Ribbon user interface, a simplified system that organizes commands into related sets of easy-to-access tabs. No more hunting fruitlessly through pull-downs or scrolling repeatedly over toolbars to find what you need. Now, frequently used commands are instantly viewable and accessible within your work area. As a result, you can create high-impact, professional documents, presentations, spreadsheets, and more — all in a fraction of the time it used to take!

Don't miss this incredible opportunity to become a more accomplished, knowledgeable Office user. You've already made a sizeable investment in this remarkable software ... so why not invest in your own ability to use it to its full potential?

Streamline ...

You'll wonder how you ever got along without all the amazing shortcuts, tools, and techniques you'll learn here! We'll show you how to ...

- Create professional-looking letters, reports, and other documents in a snap
- Automate repetitive tasks such as form letters, sales updates, or price changes
- Instantly transform Word documents into PowerPoint presentations, complete with graphs and charts imported from Excel
- Make quick work of customized mailings
- Minimize the time it takes to handle your most time-consuming tasks!

Integrate ...

The beauty of Office 2007 lies in the seamless integration of its components. Discover how to take full advantage of Excel, Word, PowerPoint, and Outlook — not just as stand-alone programs, but as a robust suite that functions as a unified productivity center. Once you're familiar with the Office Fluent interface, you'll find that integrating the Office applications is easier, faster, and more foolproof than ever before.

No more trial and error, wasted time, or false starts. You will become a confident, knowledgeable Office user — able to take on tough challenges, solve frustrating problems, and deliver impressive results.

And increase your productivity exponentially!

We'll show you how to assess the components of a job or project, determine which tools in the Office suite are the most appropriate, and combine their power to complete your work with less effort, in less time than you ever thought possible. From letters and reports to marketing materials, spreadsheets, mass mailings, presentations, and much more, you'll be able to produce work that is professional, accurate, and visually appealing.

Join us for a lightning-paced, super-productive day!

This program is packed to the brim with tips, tricks, time-savers, little-known secrets, and smart solutions. Come prepared to roll up your sleeves and dig in — this is definitely a day of training like none other! We'll show you how to master the fundamentals of Microsoft Office 2007, slash the time it takes to complete all kinds of everyday tasks, breeze through complex projects, and use the combined power of Excel, Word, PowerPoint, and Outlook to accomplish more than you ever thought possible!

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Hands-off computer training makes the most of every minute!

Believe it or not, computerless training has proved extremely successful for training courses like this one. Computers actually tend to slow the class down, because not everyone works at the same pace. Hands-off computer training allows participants to move along at the same speed ... makes it easier to concentrate on the key concepts, techniques, tools, and information ... and creates a greater opportunity for questions, discussion, and relevant exercises. You'll be amazed at how quickly you move through the material, how thoroughly you understand it, and how simple it is to apply what you've learned once you return to the office.

Who should attend? *You should, if you ...*

- Are struggling to learn Microsoft Office on your own
- Plan to upgrade to Office 2007 soon
- Know your way around one or two applications, and want to increase your expertise
- Need help with more advanced integration between the Office applications

Welcome to your new "Office"

- An overview of Office components — what the creators had in mind when they bundled this software
- An introduction to Office Fluent's revolutionary Ribbon interface — and a farewell to pull-down menus, toolbars, and most of the task panes!
- Work-flow fundamentals — a refresher in using the tools, keyboard, and mouse
- A unique approach for solving any Office-related problem
- How to access your most frequently used commands and controls through the Quick Access Toolbar, Dialog Box Launcher, and Microsoft Office Button
- Another way Office works for you — an automatic integration feature that opens programs and functions right where you need them
- How to create a presentation that links to Excel data, assemble a report in Word, and use Outlook to distribute it
- Style galleries that create professional-looking designs in seconds instead of hours
- When you're considering changes: Live Preview allows you to see exactly how they will affect your project *before* you commit
- Spell-checker's fantastic features that catch more errors and offer you better protection against common mistakes
- How to add exceptional visual impact to all your work with the Picture Quick Style Gallery, Shape Quick Style Gallery, and SmartArt® graphics
- Speedy ways to customize Office 2007: chart templates, document themes, status bar, and the recently used document list all can be customized to suit your needs

Work wonders with Word

- How to use AutoText to compose documents at blinding speed
- Approval sign-offs without paper copies using Word's new digital signature feature
- How to set up customized templates that let you breeze through busywork — shipping requests, expense accounts, fax cover sheets, and more — in no time at all
- Mail-merge simplified
- How to activate the AutoCorrect feature so that typos are found and fixed immediately
- Ways to automate your workstation — and delegate nearly 90 percent of your daily tasks to Office!

Course Content

- 6 keys to success in Word (grasp these and, suddenly, everything you do in Word makes sense)
- The easy way to align type and ensure text goes right where you want it to in tables, columns, outlines, and mail-merge letters
- How to reduce the size of a Word file — when to do it and why it can be helpful
- The trick to printing double-sided documents
- Shortcuts for formatting type size, font, leading, indents, and tabs
- Tips on arranging text in columns, adding footers and headers, and numbering your pages

Excel with Excel — it's easier than ever!

- How to enlist the aid of AutoFill to speed up data entry
- The trick to formatting worksheets to ensure error-free calculations
- Quick Styles for tables: the way to streamline formatting
- Total Row Options for making calculations even easier than before
- Why there's no longer any need to memorize commands and functions — Formula AutoComplete does the work for you!
- How to link, combine, and consolidate worksheets using simple formulas
- Professional-looking charts in 4 easy steps
- One-button techniques for adding, removing, or changing information in a data series
- How to get an instant grand total using AutoSum
- Tips on sorting, grouping, and printing perfectly

Create eye-catching PowerPoint presentations with a few quick clicks!

- How to bring continuity to your slides using the Master's background, styles, and color schemes
- Builds and transitions that grab and hold the viewer's attention
- Valuable time-savers to help you rearrange text, topics, titles, and bullet points
- How to turn a Word document into a PowerPoint presentation
- The trick to creating numbered bullet points

- How to enlist the help of a Wizard to turn out a compelling presentation automatically
- Step-by-step guidance on creating a PowerPoint presentation from beginning to end
- How the Reuse Slides task pane helps you get more mileage out of your presentations
- Incredible design options available in Office 2007's many Style Galleries

Get a new outlook on Outlook

- Stay informed, up-to-date, and connected with one of the most powerful productivity tools on the market
- The instant search feature and one-click previewing of attachments to navigate even faster
- Enhanced follow-up flags and updated integration functions that keep you on top of your workload
- How to maximize your internal and external e-mail communications
- Tips for building and maintaining your own contact information center
- Ways to manage your scheduling more effectively
- Techniques for using Outlook's Tasks to create and manage business and personal to-do lists

Simplify data management

- How to determine which Office application best meets your needs — Outlook, Access, or Excel
- Tips for retrieving data stored in one program for analysis in Excel, mail-merge in Word, or presentation in PowerPoint
- Incredibly powerful and easy-to-use commands that make querying, sorting, and filtering data a snap

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Registration Information

Enroll Today! Hurry, our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your e-mail address and/or fax number.

Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note that if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by e-mail, fax, and/or mail if any changes are made to your scheduled program (i.e., date, venue, city, or cancellation).
- Walk-in registrations will be accepted as space allows.
- Please, no audio or video recording.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a CareerTrack program is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Credit

CareerTrack offers Continuing Education Credits that are based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines, and approval is at the discretion of your licensing board. **Questions and concerns should be directed to your professional licensing board or agency.**

Update Your Contact Information!

Simply make corrections to the mailing label on the back page of this brochure. **Mail** corrections to P.O. Box 413884, Kansas City, MO 64141-3884, or **fax** to 913-967-8847. We'll change our records for the very next update. Thanks!

Guaranteed Results

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident that this seminar will provide you with the training you need to help you use Microsoft Office 2007 to its full potential. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

On-Site Training Solutions



Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees that you're serious about their professional growth and achieving critical organizational goals and objectives.

Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting, and intriguing!

Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues, and scheduling concerns.

Maximize Your Training Budget!

On-Site Training allows you to train work groups, teams, and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge, and confidence they need to meet tough workplace challenges head-on, realize their full potential, and perform at their peak.

For a free consultation, visit us online at www.careertrack.com or call us at **1-800-944-8503** today!

Register Today!

1 **YES!** Please register me for the one-day, *Microsoft Office* seminar indicated in Section 5. Group Discounts available; see page 6 for details.

2 **IMPORTANT!** Please fill in VIP number as it appears on the address label.

VIP _____

ID#
914853

3 ORGANIZATION INFORMATION

Organization: _____

Address: _____

City: _____ St: _____ ZIP: _____

Tele: _____ Fax: _____

Approving Mgr's Name: Mr. _____
 Ms. _____

Job Title: _____

E-mail Address: _____ Business
 Home

4 QUICK CONFIRMATION

Please e-mail or fax my confirmation to me within 48 hours.
My e-mail address or fax number is: _____

5 NAMES OF ATTENDEES (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr. _____
Ms. _____

Job Title _____ Event # _____

E-mail Address: _____ Business
 Home

#2 Attendee's Name
Mr. _____
Ms. _____

Job Title _____ Event # _____

E-mail Address: _____ Business
 Home

6 METHOD OF PAYMENT (Payment is due before the program.)
Please make checks payable to CareerTrack, and return this form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).
Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (6%), and West Virginia (6%).

Total amount due: \$ _____

Check # _____ (payable to **CareerTrack**) is enclosed.

Bill my organization. Attn: _____

Purchase order # _____ is enclosed.
(Attach purchase order to completed registration form.)

Charge to: AmEx Discover MC Visa

MO. _____ YR. _____
EXPIRATION DATE

CARD NUMBER

Card Holder's Name _____

Tax-Exempt # _____

Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, by fax, or online, please do not return this form.



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Tap into this remarkable version of Microsoft Office 2007 to combine the dynamic functionality of **Excel®, Word, PowerPoint®, and Outlook®** ... for incredible results!

Power up your productivity and streamline your tasks with this fully integrated suite of essential applications

You'll be amazed at how much easier and quicker it is to create ...

- Letters ■ Reports ■ Spreadsheets
- Marketing Materials ■ Mailings ■ Charts
- Graphs ■ Audio-Visual Presentations
- Newsletters ■ And so much more!

Turbocharge your Office 2007 skills in just one day of high-impact training!