Great Features that are in all Microsoft Office Applications

Event Details

Thursday, August 8, 2019 | 1pm-2:30pm EDT
https://attendee.gotowebinar.com/register/89208175398522893

In this webinar we will explore some of the recurring features that are found throughout the Office suite. This is an entry level training and is open to all legal aid professionals.

Presenter: Sandy Rylander - Rylander Consulting

Bio Sandy Rylander has over 28 years of training experience. She is a MOUS (Microsoft Office User Specialist)-certified trainer specializing in Microsoft Office: OneNote, Outlook, Word, Excel and PowerPoint. Students praise Sandy's enthusiasm and practical, informative examples that make it easy to understand and retain even the most advanced topics. Sandy also provides automated solutions in Outlook, Word, Excel, which increases business productivity and efficiency. Her tailored Microsoft Office solutions speed complex document creation time by up to 500%

while reducing the potential for human error. The goal of both training and programming is to allow executives to focus on managing their business rather than performing repetitive tasks.

Last updated on November 20, 2023.
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