

Microsoft Office Workshops

Word, Excel, PowerPoint

May 11, 12, & 13, 2021 - 9:00 AM – 4:00 PM EDT
\$125-\$150/person, see registration link for more information.
[Leader Development Institute Events](#) | [Eventbrite](#)

WHO SHOULD ATTEND MICROSOFT WORKSHOPS?

Executives ★ New & Experienced Supervisors ★ Managers ★ Team Leaders ★ Administrative Assistants
★ All individuals seeking a better understanding of Microsoft Word and how to take advantage of its features ★



Microsoft Word - May 11, 2021 – [Register Here](#)

This Success Series Seminar is designed to provide general users of all skill levels with the information they need to use Microsoft Word more effectively in order to simplify work and maximize productivity. You'll start with tricks to quickly select just the text you want to change. You'll learn how to master tricky formatting issues such as indents, line spacing, and tabs. From there, you'll move on to more advanced techniques that the professionals use, such as pull-quotes, drop caps and more! Finally, you'll learn how to bring your documents to life with Word's new stunning 3-D, shadowed and textured graphics and graphics tools. This lively seminar will demonstrate each tip and include a workbook listing the steps to repeat it. These shortcuts will help you become more proficient with MS Word. Learn the tips and tricks that will decrease your workload and increase your productivity.

[To view our printable flyer for more information, click HERE.](#)



Microsoft Excel – May 12, 2021 – [Register Here](#)

In this session you will learn how to easily navigate Excel's confusing ribbons and tabs. You'll learn the 2 best-kept secrets to execute any command in Excel quicker than you ever knew you could. We'll show you how to make changes to cells, ranges, and sheets instantly, as well as many other Excel essentials! You'll also discover how to use Excel to organize and rearrange data to easily spot trends. You'll learn how to drill down to specific sets of data and create sub-reports with a simple click of your mouse.

[To view our printable flyer for more information, click HERE.](#)



Microsoft PowerPoint – May 13, 2021 – [Register Here](#)

In this Success Series Seminar learn 3 ways you can create a presentation quickly. We'll address printing basics and then show you how to create customized handouts that work for your audience every time! You'll learn the easiest step-by-step method for building your presentations from scratch. PowerPoint has many dynamic elements you can add to any presentation. In this session, we'll focus on the best ones to enhance your message – while still maintaining a professional image. You'll learn the insider secrets for mastering live delivery of a presentation. You'll also learn methods for sharing your presentation beyond standing in front of a live audience. We'll take a look at creating interactive websites from your work as well as how to wrap up any presentation for flawless use in any other location!

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