



# Spring into Learning! With Greg Creech and his Award Winning Education Attractions



**March 23, Tuesday**

**Excelling @ Excel .**

for the HR, Admin, and Operations Team

- ✓ Understand how to download and create Excel Databases and Tables,
- ✓ Manipulate Data through Filters and Sorts,
- ✓ Analyze HR/Admin information through Reports and Charts with PivotTables,
- ✓ Create Functions : VLOOKUP, CONCATENATION, and IF....THEN.

**April 29, Thursday**

**Power Presentations**

Enhance your PowerPoint AND Presentations skills

- ✓ Develop captivating PowerPoint slides through Multimedia and Animation,
- ✓ Present the information using industry standards and best practices,
- ✓ Learn important Do's and Don'ts of presenting a PowerPoint presentation,
- ✓ Engage audiences with proven techniques.

**May 25, Tuesday**

**Lookout! It's Outlook!**

Client/Contact and Time Management with Outlook

- ✓ Access information quickly through shortcuts,
- ✓ Manage thousands of email, contacts, and calendar items with categories and color,
- ✓ Automate actions with email rules,
- ✓ Import and Export Outlook folders to other formats, such as Excel.

**June 24, Thursday**

**Word for Writers**

and Office Productivity

- ✓ Develop winning proposals, manuals, contracts, and letters through styles, formatting, and tables,
- ✓ Automate actions through AutoCorrect,
- ✓ Create Headers and Footers, Table of Contents, Indexes, and other references,
- ✓ Learn Mail Merge for mass mailing letters and labels.

Get ready to enhance your Microsoft Office skills and increase your productivity. I designed these classes for existing Office users who are comfortable using the products, but need to advance and increase their knowledge and skills. The courses will help you develop your own applications and help you to perform your positions with more productivity. With each class you will receive practice/sample files and a 100+ page manual for you to keep. These events are **BYOL** event—**Bring Your Own Laptop**. Breakfast, lunch, and snacks provided. The cost is \$135 for each education event and all classes held at First MCC— I-85 and N. Druid Hills across from Executive Park behind McDonald's. Visit [www.gregcreech.com](http://www.gregcreech.com) or phone 404-299-1706 for more information, map, and to register.

## Why Greg Creech?

- ✓ 13+ Years Compensation Manager, Admin, & HR
- ✓ Microsoft Certified Application Specialist— Instructor
- ✓ 2009 ACHE Faculty Award
- ✓ 2007 UCEA Non-Credit Program Award
- ✓ Certified Technical Trainer

Coming Attraction—in the Summer of 2010!

The Microsoft Access **Boot** and *High Heel* Camp

Accessing the Possibilities for the Admin: Creating and Implementing an Administrative/HR Relational Database in Microsoft Access. Stay Tuned!