

REGISTRATION FORM

Deadline for Registration: August 17

Chapter Member: \$99.00

Member At Large/Non-Member: \$129.00

(Cost includes morning coffee/tea and lunch)

IAAP Member No. _____

Chapter Name: _____

Chapter Number: _____

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____

E-mail: _____

(Required for Confirmation)

Mail this Form and Check to:

Annamarie Gatling
5807 Genoa Farms Blvd.
Westerville, OH 43082
Phone: (614) 628-8351
Email: agatling@op-f.org
Fed. Tax ID: 31-6048541

Make Check Payable to: IAAP, Columbus Chapter

Credit Card: Visa/MC # _____

Exp Date _____

Name on Card _____

Card Billing Address _____

Hurry...space is limited!

*Applications for Recertification
Points have been filed.*

IAAP®, Columbus Chapter
PO Box 16053
Columbus, OH 43216
www.iaap-cols.com

mini-BootCamp
Columbus Chapter, IAAP®
Date: August 31, 2010 Time: 8:00 am-4:00 pm
Registration: 8:00 am-8:30 am
Location: Embassy Suites Columbus—Dublin
5100 Upper Metro Place
Dublin, OH 43017
Phone: 614-790-9000

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PERMIT 1023

**Deadline for Registration:
August 17, 2010**

MicroSoft Office 2007

mini-

BootCamp

Presented by: Gini Courter,
Partner - TRIAD Consulting, LLC

The International Association of
Administrative Professionals®,
Columbus Chapter

Presents

58th Education Forum

August 31, 2010

8:00 am - 4:00 pm

Embassy Suites Columbus—Dublin

5100 Upper Metro Place

Dublin, OH 43017

Program

- 8:00 am - 8:30 am.....Registration
(Coffee available)
- 8:30 am - 10:00 am.....mini-BootCamp
- 10:00 am - 10:15 am....Break
- 10:15 am - 11:45 am....mini-BootCamp
- 11:45 am - 12:30 pm....Lunch provided
- 12:30 pm - 2:00 pm.....mini-BootCamp
- 2:00 pm - 2:15 pm.....Break
- 2:15 pm - 4:00 pm.....mini-BootCamp

TRIAD Consulting Partner Gini Courter is bringing a fabulous mini-BootCamp* to Columbus for members of IAAP and their colleagues. In this mini-BootCamp, Gini will cover the intermediate skills for the four core Office 2007 applications – Word, Outlook, Excel, and PowerPoint – and translate answers for those of us working in Office 2003 or 2010. Topics covered in this session will include:

WORD:

- Understanding the ribbon
- Creating easy to manage documents using Word
 - Formatting, themes, and styles
 - Tables
 - Building blocks
- Mail Merge with Word and Outlook
- Document preparation and publishing
- Save as PDF and XPS

OUTLOOK:

- Controlling your work life in Outlook
- Beyond Email fundamentals
- Contact management
- Scheduling appointments and meetings
- Working with multiple calendars

EXCEL:

- Conditional formatting
- Working with tables
- Creating charts
- Sorting/filtering

POWERPOINT:

- Creating and using SmartArt
- Text effects
- Animation

GRAPHIC ELEMENTS, INTEGRATION, AND THEMES IN OFFICE 2007:

- Using Excel tables and charts in Word
- Understanding how themes and color sets are used to create professional-looking documents

TRIAD training focuses on the skills that will make you more efficient and more effective using the software you already own. End your summer with a day of training that will change the way you work!

** TRIAD's annual Office BootCamp covers the intermediate and advanced skills for all the applications in the Microsoft Office suite in 2 ½ days.*

About our Presenter

TRIAD Consulting, LLC is owned by two computer professionals, Gini Courter and Annette Marquis, who have extensive experience in computer applications and design in a variety of business and institutional settings. In addition to their consulting work, they are co-authors of numerous computer application books including *Mastering Office XP* and *Mastering Office 2003 for Business Users* published by Sybex, Inc.



Gini Courter, MBA has designed and implemented computer training programs and databases for a multitude of schools, colleges, businesses

and other organizations over the past 15 years. She brings a wealth of knowledge about how to effectively design, implement, and enhance technology in any size organization.

Photos taken during these sessions may be published in future IAAP, Columbus Chapter publications.