

Learning Event: Wednesday, June 6, 2012

ASTD - Cascadia Chapter
Serving Oregon and SW Washington

Computers, SmartPhones and Tablets – Oh My!: Outlook 2007/2010 – Tips, Tools and Techniques from the Trenches



Speaker: Neal Otto

Time: 8:30 am for check in; 9 am – Noon for Program

Location: OCDC, Wilsonville, OR

Cost: \$20 for Chapter members; \$49 for others (prices increase May 23 and at door)

Intended Audience

Learners interested in using Microsoft Outlook more efficiently to get less mail, spend less time processing and searching messages, communicate more clearly and generally streamline your email processes.

Overview

Many of us have been using Outlook for years for email, contacts and calendar. We know the basics of click here, click there to get certain jobs done.

By going beyond the basics and thinking of Outlook as a database, learning and using shortcut keys, understanding the fundamentals of clear communications, and using automation tools we can really grasp incredibly powerful benefits such as:

- Improved communications
- Tracking of commitments and outcomes
- Standardization and simplification of your 'stuff'
- Powerful search
- Smooth workflow
- Savings of time, effort and stress

Concepts and techniques presented are easy to understand and use and will save you hours of precious time a month.

Outcomes

Participants will:

- Learn keyboard shortcuts to save time
- Use database search tools effectively
- Use Quick Parts to standardize communication
- Use Quick Steps and rules to automate workflow
- Learn techniques for writing more clear communications and how to share these with co-workers and clients

Areas of Expertise

*(based on National ASTD
Workplace Learning Competency Model)*

2. Improving Human Performance

CEUs Available

CPLP
HRCI (approval requested)
ISPI



Neal Otto
Jumpstart Computer Training, Inc

Jumpstart's founder and primary trainer, Neal is a lifelong educator and learner with 29+ years of instruction experience, with a focus on technology since 1996. Neal is known for his broad knowledge of an extensive array of software and his ability to connect with students of all abilities and styles.

Neal is a member of the Oregon Computer Consultants Association (OCCA), the American Society for Training and Development (ASTD) and Portland Executives. Participation in these organizations keeps Jumpstart focused on new technology and workforce issues. He holds certifications as a Microsoft Partner, Microsoft Certified Professional, and Microsoft Project.

To Register

Visit www.astdcascadia.org, click on Events (top left corner), scroll to click on specific event.

ASTD-Cascadia Chapter

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