

# Microsoft Word for Businesses - Feb 23, 2012



## Hants RDA Business Training Series

### **Microsoft Word and Excel 2007/2010**

Cost: \$50 per participant  
Date: February 23, 2012 (Word)  
March 15, 2012 (Excel)  
Time: 1:00 – 4:30 p.m.  
Location: Hants RDA –  
Water Street, Windsor

Each session will provide hands on activities and easy to follow exercises.



This three hour session will explore the options and benefits of Microsoft Word for your Business.



See how to create letters, memos and basic formatting options for professional, clean documents.



See how to put it all together in reports, letterheads, flyers, brochures, and newsletters.



Use templates to create eye catching documents to send to your customers

# Microsoft Excel for Businesses - March 15, 2012

## How to Register:

Call the Hants Regional  
Development Authority  
1-877-284-2687  
OR

Email [reception@hantscounty.com](mailto:reception@hantscounty.com)  
(Please state workshop(s) desired)

[www.hantscounty.com](http://www.hantscounty.com)

Presented by:

JH Training Services



This three hour session will explore the options and benefits of Microsoft Excel for your Business.



See how to set up and connect spreadsheets for your invoicing, inventory and budget planning.



Create charts that can be added to your yearend financials or presented to your customers.



Explore how to reduce accounting errs by using data validation.