

POWERFUL PRODUCTIVITY

Webinar Sessions

Top Tips and Tools to Improve Your MICROSOFT & OUTLOOK SOFTWARE EFFICIENCY



Testimonials from Students:

- ♦ "Probably the best webinar I've ever attended. The speaker was enthusiastic, and it was clear that he knew his stuff! He kept the audience engaged, questions, and was definitely prepared."
- ♦ "Such an excellent teacher, I'm looking forward to future classes he leads."
- ♦ "Great class, the instructor was fantastic, well-spoken and engaging. I would recommend and would take another class by this instructor."
- ♦ "Neal is a fantastic instructor! He really kept my attention and taught me things about Excel that I truly thought I already knew!"

For more information & to register, contact:
THE BUSINESS CREDIT MANAGEMENT
ASSOCIATION

Wisconsin Credit Association
PO Box 150157 | New Berlin WI 53151
Phone: 262.827.2880
Fax: 262.827.2899
www.wccredit.org

You don't want to miss these sessions from Neal Otto; past students say amazing things about him. Neal is full of time-saving tips. Join us for these webinars and rule the office with your efficiency tricks. WATCH FOR MORE SESSIONS ON SIMILAR TOPICS TO BECOME AVAILABLE SOON.

Lean Outlook – Simplify and Get More Done Session #1

When: April 9, 2020

Time: 12:00 p.m. – 4:00 p.m. CT

Fee: \$145 BCMA members
\$175 all others

Price is PER PERSON – PER SESSION

Students move from using Outlook as a workhorse to riding it like a racehorse. Students discover hidden efficiency tools, understand best practices and how to use Outlook in a simplified yet strategic way. This course is designed for individuals and organizations who need to work more efficiently in Outlook. On completion of this course, students will:

- Save time using built-in tools
- Organize data for more efficient retrieval
- Automate routine tasks
- Locate data quickly.

Office 365 – What Can It Do For You? Session #2

When: April 21, 2020

Time: 1:00 – 2:00 p.m. CT

Fee: \$59 BCMA members
\$89 all others

Price is PER PERSON – PER SESSION

In this quick-hitting Power Hour, students learn about many of the useful tools available in Microsoft Office 365 and how they apply to today's business. A detailed list of tools, explanations, and fundamental uses is provided. On completion of this course, students will:

- Appreciate why O365 is a valuable tool in today's office
- Examine the many features of O365
- Identify when to use SharePoint vs. OneDrive vs. Teams vs. Groups
- Apply file sharing best practices
- Judge typical use cases as it applies to business.



NEAL E. OTTO, Jumpstart Computer Training Inc, founder and primary trainer, Neal, is a lifelong educator and learner with more than 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.

REGISTRATION: Powerful Productivity April 2020 Sessions | Register online: <https://wccredit.org/webinar-seminar-registration/>

NAME _____ EMAIL _____

If you are registering for more than one connection, please duplicate this form. Fees are per-person, per-session.

COMPANY _____ ADDRESS _____ CITY/ST/ZIP _____

TELEPHONE # CALLING INTO WEBINAR FROM _____

Sign me up for the following class(es)—Check all that apply: 2020: ☐ #1-April 9 | ☐ #2-Apr 21

☐ Invoice My Company (BCMA | WCA Members Only) \$ _____

☐ Check Enclosed \$ _____

☐ Credit Card (Please contact BCMA Wisconsin to provide details)

NOTE: The day before the session, you will receive easy-to-follow instructions for joining the Webinar on time along with your confirmation and workshop materials. Please send your registration information to the BCMA Wisconsin Credit Association offices at the address listed on this announcement or register online at <https://wccredit.org/webinar-seminar-registration/>. Please call 262.827.2880 with any questions or to register on the phone. CANCELLATIONS will be accepted for full refund no later than five working days prior to the event—substitutions accepted up to day of event. Sorry, there is no credit or refund if you do not call into the Webinar.