

Microsoft Productivity Training

Workshop with Clarity Technology Solutions







Using Microsoft Office products doesn't have to be difficult. Learn how to maximize your Outlook, PowerPoint, Word, and Excel programs by enrolling in a four-part series offered by the Union County Chamber of Commerce.

Sessions taught by **Jason Comstock, Clarity Technology Solutions**

This is a hands-on workshop; attendees should bring their laptop with Microsoft Office already installed.

Workshop Schedule

- ▶ **January 26th**  **Microsoft Outlook**
 - How to use the Clutter tool
 - How to easily and quickly attach files
 - Utilizing the Outlook Calendar
- ▶ **February 2nd**  **Microsoft Excel**
 - How to create Waterfall charts
 - Explaining 3D maps and how to use them
 - How to use one-click forecasting
- ▶ **February 9th**  **Microsoft PowerPoint**
 - Introducing 6 new chart types
 - How to set up a self-running presentation
 - How to use Presenter view
- ▶ **February 16th**  **Microsoft Word**
 - How to track and review changes
 - How to insert a table or pie chart
 - How to set up keyboard shortcuts.

Interested in learning a topic that isn't covered? Please bring your suggestions to the sessions and let Jason know what YOU would like to learn.

Click here to
Register by January 19th

Or call the Union County Chamber of Commerce at 937-642-6279

All participants will be entered to win a \$50 Amazon gift card.

When:

January 26th
and February 2nd, 9th, 16th,
8:00 AM – 10:00 AM

Where:

**Union County
Chamber of Commerce**
227 E 5th St,
Marysville, Ohio 43040

[Online Directions](#)

Cost:

\$100 member
\$125 non-member

Cost is per person for entire four workshops.
Sessions are sold ala-carte only if there's room.

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www.unioncounty.org