

Ready to work in Microsoft Excel, Word, and Outlook, take a class!

September 24, 2013



London, UK ([RPRN](#)) 09/24/13 —
Get productive quickly. If you are new to working in an office environment, or if you need to hone your skills - this course is for you. We take the most important work tasks and show you how to complete them using Microsoft Word, Excel, and

Outlook in a more productive way than you thought possible.

Get FREE access to the course using the coupon code 'Readytowork2013'.

What's in the Course?

1. Over 18 lectures and 3 hours of content!
2. Write letters in Microsoft Word with tables and tabs
3. Format a report with style headings, create a table of contents, and a cover page
4. Manage your inbox with ease, create appointments and contacts without having to retype critical information
5. Create budgets in Excel - make them flexible so you can change assumptions
6. Analyze data in Excel and produce beautiful reports

7. View your calendar 14 days at a time, categorize your appointments by project

Course Requirements:

1. A basic understanding of Microsoft Windows
2. A copy of Microsoft Office 2010

Who Should Attend?

1. Anyone who works in an office environment and wants to complete common tasks faster and more effectively

Media Contact Name: Alastair Matchett

Media E-mail: watercombehouse@gmail.com

Media Web Address: www.udemy.com/ready-to-work-with-excel-word-and-outlook/

Company Contact Name: Alastair Matchett

Company E-mail: watercombehouse@googlemail.com

Company Web Address: www.ibhero.com

Filed Under: [Career/job/work](#), [Technology](#), [GOOGLE NEWS](#), [MICROSOFT NEWS](#), [MSN NEWS](#), [PRESS RELEASE](#), [YAHOO NEWS](#)

RUSH PR NEWS newswire and press release services at rushprnews.com /
Anne Howard annehowardpublicist.com

Content- Legal Responsibility - All material is copyrighted - You may repost but you MUST link back to the original post on your page and acknowledge Rush PR News as the news source. Rush PR News is not legally and/or morally responsible for content of press releases, opinions expressed or fact-checking.

Rush PR News cannot be held legally responsible for material published

and distributed through its newswire service or published in its press-room and therefore cannot be sued for published material. Third-party must be contacted directly to dispute content.

Rush PR News is not the contact for material published.