

LUNCH BYTES

Come for lunch and learn tips, tricks and features that will help you be more efficient in your daily tasks! Pre-registration for EACH SESSION is required. A \$70.00 registration fee payable at the door includes your lunch and a byte of technology!



From 12:00 to 1:00 p.m. on the following **Fridays**, topics to be covered will be:

- 01/19/07 — **Smart and Simple Business Writing**
Your writing will be reader-focused, streamlined and effective!
- 02/02/07 — **False Expectations Appearing Real**
Tame the fear that most experience when facing a public speaking experience.
- 02/16/07 — **The GIS Short-Course**
How GIS is being used in business, education, and recreation and how to take advantage of this powerful technology in work and play.
- 03/02/07 — **Excel Macros**
-Learn to automate common Excel tasks using macros.

From 12:00 to 1:00 p.m. on the following **Tuesdays**, topics to be covered will be:

- 03/13/07 — **Sorting & Filtering in Excel**
Tips on sorting, filtering, and using subgroups in an Excel database.
- 03/27/07 — **Using a GPS Navigator**
Hands on opportunity to use a Garmin eTrex GPS unit.
- 04/10/07 — **All About Advertising**
Gain insight in selecting media options, create advertisements that work, and utilize publicity as a free method of advertising.
- 04/24/07 — **Create a Simple PowerPoint Presentation**
Enter text, graphics, and backgrounds from scratch.
- 05/08/07 — **Animating Your PowerPoint Presentation**
Use transitions, GIFs and motion to jazz up your presentation
- 05/22/07 — **Organize Your Digital Photos**
Create folders to download pictures using Windows.

Call TODAY! 308.635.6700 \$10 includes lunch!