

FORUM

Monday 17 October 2011

6.00pm for a 6.30pm start. Finished by 8:00pm
POLYGON – Level 13, 474 Flinders Street, Melbourne
(After hours entry to lift foyer, via Best Western reception in Highlander Lane)

Light refreshments and beverages are included in the registration fee

POLYGON

FUNCTIONS & MEETINGS CENTRE

Australian Institute
of Office Professionals.
Incorporated in Victoria
ABN 68 004 992 527
(formerly Institute of
Professional Secretaries
& Administrators (Australia))

Victoria Branches

Bendigo
P.O. Box 505
Bendigo VIC 3552

Mildura
P.O. Box 929
Mildura VIC 3502

Technology, Trends & YOU!

How to Get MORE done in LESS time with Word & Excel

Computers were once a tool to *support* us in business, but they have now become the major tool we use to communication and complete many of our tasks. With corporate downsizing, streamlining and restructuring, now more than ever the pressure is on all of us to get more “stuff” done in our day.

Often we just keep doing to same things the same way hoping for a different result. It’s now time to work SMARTER and not HARDER and get MORE done in LESS time.

This session will cover topics including:

- How to utilise tools in Word and Excel to automate everyday text
- Shortcuts to creating professional letters, documents and spreadsheets
- Tips and tricks to quickly create formulas and graphs
- Ways to search and analyse lots of information quickly.

Our Presenter: Donna Hanson, Prime Solutions Training & Consulting P/L Owner – provider of productivity training, and Certified Speaking Professional



Donna Hanson is one of Australia’s most sought after experts on the subject of technology training. Known as The Technology Translator, Donna has an amazing ability to translate computer speak into everyday language we can all understand. Through her company, Prime Solutions Training, Donna and her team provide training to clients such as BMW, Village Roadshow and Witchery. She is one of only 4 people outside of the US who is certified to train Microsoft staff in a specialised email productivity process and makes regular appearances on Australian television and radio chatting about email and technology.

Donna wants to hear from you and learn what you want to get out of this forum. Please complete this very quick survey <http://www.surveymonkey.com/s/ZBQ8D7J>

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Tax Invoice / Receipt

*As receipts are not issued, we suggest you retain a copy of this invoice.
Please register your attendance, as caterers must be advised.*



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Name: _____

Member: Yes No Would you like an AIOP information pack sent to you? Yes No

Postal address: _____

Organisation: _____

Guests Names: _____

Special dietary requirements: _____

During this event, photographs may be taken, which may be used for AIOP publicity and promotion.

Please tick the box if you **DO NOT** wish your photograph to be used by AIOP.

Tel: _____ Email: _____

Payment option: **MasterCard** **Visa** **Direct Deposit** (AIOP-Victoria Division, BSB 013-231; Account No 004662554)
No payment by cash. Please use Direct Debit. (Please submit copy of payment with this form)

Tax deductible cost incl. GST: \$25.00 for Members, \$35.00 for Non-Members/Guest Amount payable: \$ _____

Card No. ____ / ____ / ____ / ____ Expiry: ____ / ____

Card holders name: _____ Signature: _____

RSVP: Thursday 14 October 2011. Don't delay... remember to book early

Email: rsvpvic@aiop.com.au

Fax: (03) +61 3 8610 1677

Phone: Mph 0413 604 613 Linda Cook

Online: <http://www.aiop.com.au/vic/events.php> Privacy Act Collection Notice: www.aiop.com.au

Bookings and payments are essential for all Forums. If the participant does not attend, the advertised fee will be charged.
A replacement guest is welcome if the nominee is unable to attend. However, cancellations will not be accepted **after 14/10/2011**.

