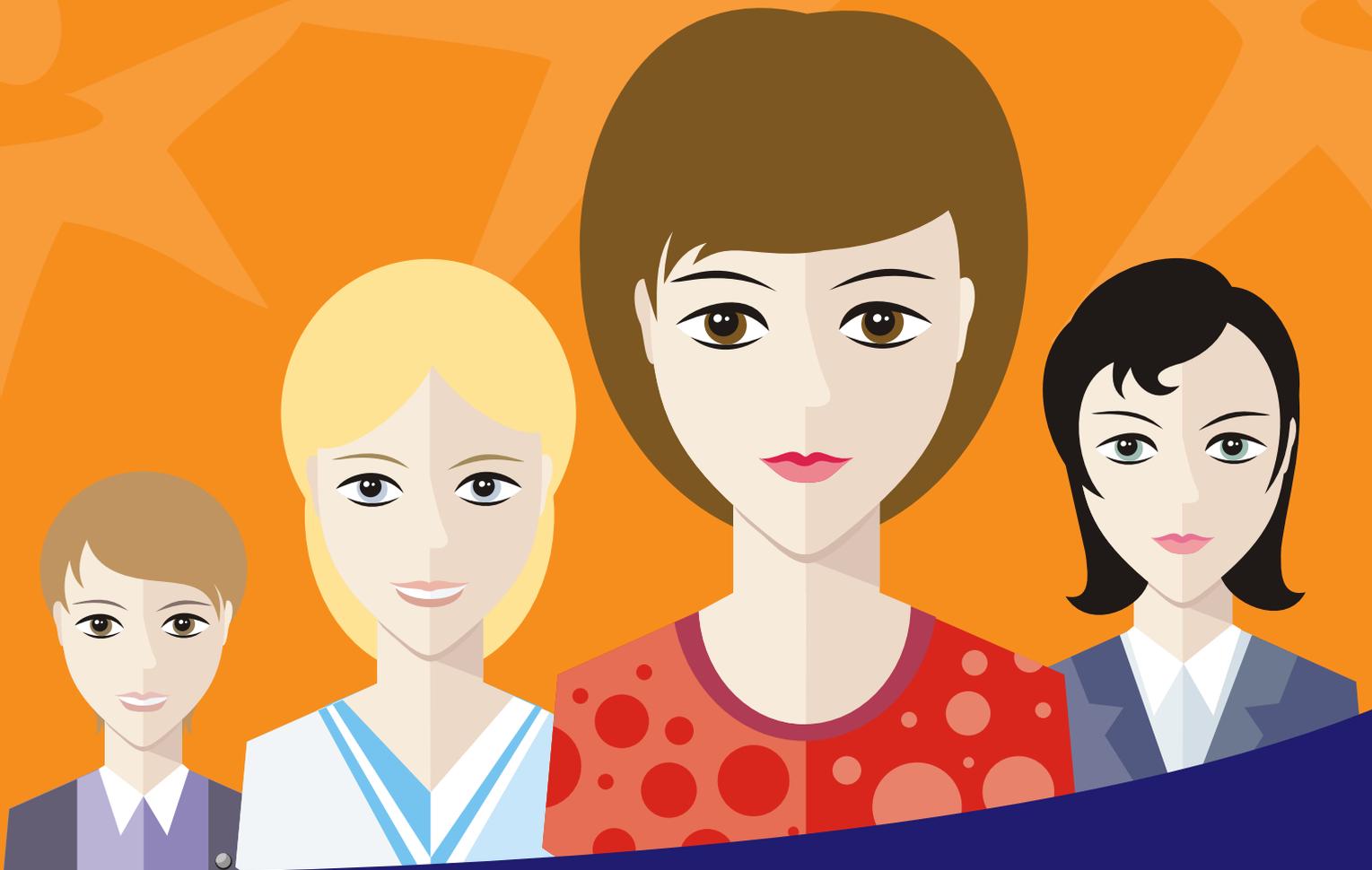


Microsoft Masterclass

2 Day Workshop



microsoft@todayspa.co.uk
or call us on 020 7622 2400


todayspa.co.uk
Award Winning PA Training

Award Winning Training for Today's PAs & EAs

Today's PA focuses on providing highly practical training for Personal Assistants, Executive Assistants, and other Office Professionals. Our hundreds of testimonials say we have succeeded. Since the company was founded in 2005, we have trained over 4000 companies and our graduates work in over 80 countries around the world.

In 2014 Today's PA was named The Best PA Training Provider in the UK, having been voted for by thousands of PAs in the pa-assist.com Members' Voice Award.

I developed Today's PA with a clear vision: to take my own experiences as a PA, office manager and business director and create training courses that meet the real-world needs and aspirations of hardworking people like today's PAs. I can promise your organisation's investment in Microsoft Masterclass will pay dividends.

With the rapid advances in technology Today's PA has specialised in helping PAs to increase their productivity, stay organised and save time with more effective use of technology. I am a Certified Microsoft Office Expert and I can promise your organisation's investment in Today's PA courses will pay dividends.

Paul Pennant

Managing Director and Lead Trainer
Today's PA

"I just wanted to thank you for providing such a stimulating and thought-provoking course. I will certainly be implementing the tips and suggestions just as soon as I can. I returned to the office today with renewed vigour and cannot wait for the positive changes to start happening. You're one smart cookie – keep doing what you're doing, only good things can happen by taking the Today's PA training and I, for one, will spread the word!"

Hayley North - Microsoft

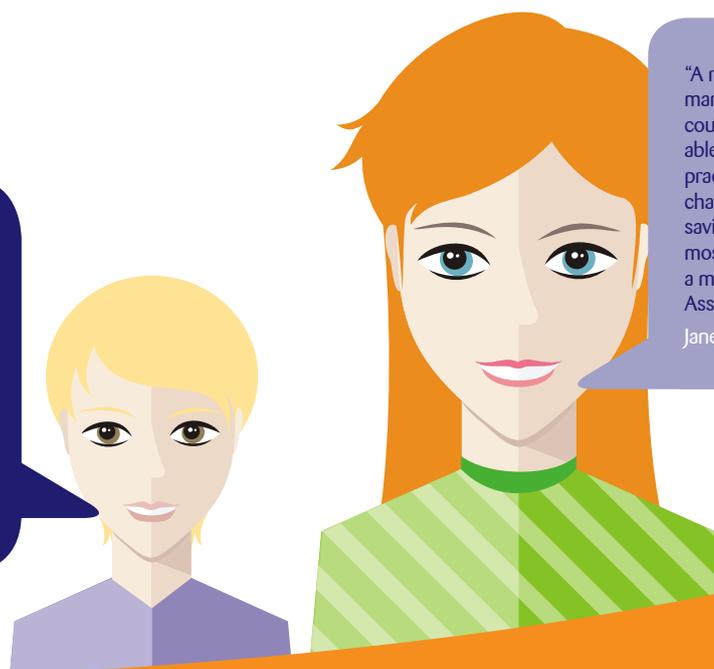
Our philosophy

Courses and workshops from TodaysPA.co.uk are designed to engage and entertain, as well as inform – that's how we can promise to make what can seem to be the duller of subjects interesting. Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have 'been there and done that', they know how to get straight to the heart of every subject.

Our trainers keep right up to date with cultural and procedural changes in office life by engaging closely with course participants and building relationships with workshop attendees that endure long after the courses are over.

Contents

Day 1: Microsoft Outlook Masterclass	3
Day 2: Microsoft Word, PowerPoint & Excel Masterclass	5
Executive Summary for Managers	6
Today's PA +	7
Courses We Deliver	9
Today's PA Conference & #10kPA Awards	10
Name dropping	11



"A really enjoyable, manageable and worthwhile course whereby I've been able to put so many tips into practice. This course has changed the way I work - saving me time, stress and most importantly I've become a more efficient Personal Assistant."

Jane Reekie - Sky

microsoft@todayspa.co.uk
or call us on 020 7622 2400


todayspa.co.uk
Award Winning PA Training

Day 1

Microsoft Outlook Masterclass

Handouts 50+ pages (2003, 2007, 2010, 2013)

As with all computer-based office tools, we tend to use familiar features and functions and ignore the rest. Over the years, however, applications like Microsoft Outlook have grown in sophistication and refinement to the point where they really can help you do your job better, and take some of the pressure off.

Outlook is now a mature and fully-fledged assistant for you; learning to exploit its capabilities will help you make the most of your time and simplify and automate other office tasks that until now have been tediously manual or just impossible. In our experience, course delegates save an hour every day using our Outlook tips – that's five or more hours a week – half a day given back to you to do other things!

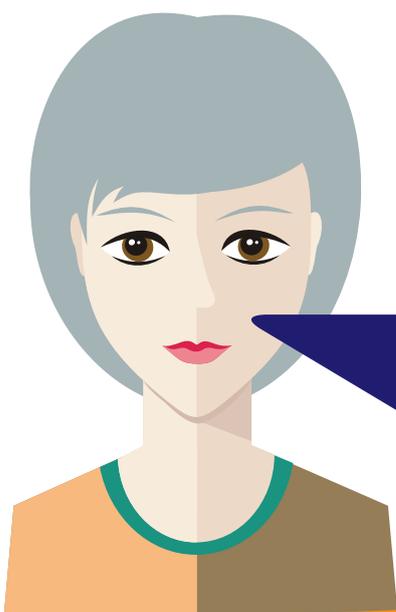
With MS Outlook you can:

★ Convert information in emails straight into contacts, appointments and tasks with a click of the mouse. You are going to love this. Instead of all that palaver toggling between an email and a new contact window, copying and pasting individual snippets of information from one to the other, which seems to take ages and then sometimes copy or paste doesn't work, we'll show you how to add a new contact, plus any relevant information from their email, in less than two seconds! You won't believe how much time this will save you.

★ Carry out mail merges to email, just as you do with Word. Most of us have emailed a letter to invite delegates to an event. How about doing the merge direct to email instead? That's right: send personalised emails to hundreds of people from one email message. No more anonymous 'Dear All' emails with the recipients dumped in BCC: after this course!

★ Manage your and your manager's projects with the tasks function. PAs are invariably inundated with tasks from their bosses, other managers, colleagues etc. How do you keep track of and prioritise them? Simple: you learn how to use the tasks function in Outlook to track EVERY task seamlessly. This session often leaves delegates literally speechless!

★ Personalise your diary and run your manager's at the same time. You get a call from a client who wants to meet your manager. You give yourself a crick in the neck as you try and match your boss's calendar with your caller's availability. Outlook provides a beautifully clear and easy way to view



"I just wanted to drop you a note to say a very big 'thank you' for the Today's PA course that I attended at SEPA in February this year. A colleague went off sick in February (she is due back tomorrow) and I have been covering some of her work along with doing my own job, and I don't know how I would have coped without my Tasks list. It has been an invaluable tool and I can relax knowing that I won't miss any deadlines. In the past I would have been really stressed by the extra workload but now I deal with it all in my stride. I really wish I had known about this years ago!"

Jane Campbell - Scottish Environment Protection Agency



"I used Outlook before attending the course, but was taught advanced Outlook skills, which have helped me enormously, and basically finding tasks that I felt overburdened with before, so much easier to action and clear from my desk."

Jasmine Cleathero - MOD

microsoft@todayspa.co.uk
or call us on 020 7622 2400


todayspa.co.uk
Award Winning PA Training

- ★ Colour code incoming emails so you can see at a glance when your manager emails you.
- ★ Create multiple email auto-signatures for multiple managers.
- ★ Find out how to use voting buttons; a brilliant function when you have standardised responses.
- ★ Create rules to automate Outlook Tasks. This includes such incredibly useful rules as: diverting emails to your boss where's she's CC'd from going into her inbox and into a separate folder. She can quickly scan them when it suits her; automatically printing certain emails; making sure you never forget an email attachment ever again.

- ★ Find out how to track every communication from any contact without using the search function; it's far more sophisticated and effective.
- ★ Link contacts into ad hoc groups, such as from management and project teams.
- ★ Customise Word toolbars. Add the buttons you use frequently to your own personalised toolbar; symbols, hyperlinks and more useful formatting buttons.
- ★ Personalise bullet points to make them more eye-catching. Discover dozens of general Microsoft shortcuts that just make using your computer quicker and easier.

★ Send out a Christmas party invitation. This is an excellent example of how Office can take some of the load off your shoulders. Your boss has asked you to invite 1,000 people to the Christmas party - how are you going to do it? Easy: enable Outlook's voting buttons in the invitation email, creating separate folders for 'Accept' and 'Decline' replies and setting up rules to divert the responses into the right folders. Auto replies can also be set up so 'Accept' replies are sent an email with venue, map and timing details, while 'Decline' replies are sent a simple 'Thank you'. The beauty of this is, that once it is set up - which really is easy to do - you won't have to lift a finger. Sounds great, doesn't it - and just think how much time it can save you?

"More efficient emails: I now have a 3 min delay and now never send emails without the attachments.

The best email in the world: I send this when planning our Christmas parties. Okay, it takes me about 45 minutes to write up the email and all the possible replies and to make the rules but once it is done, I don't think about it again. Regular meetings with my boss:

I knew I needed these but seemed to be happy enough to just wait until he suggested it. Attending the course gave me the confidence boost I needed to tell him that I needed it. We now catch-up weekly and I know which meetings need to be attended and which can be delayed."

Claire Young - LC Clearnet

Well I am nearly 1 week in with the new boss, and the assertiveness and the tips we learnt are certainly helping. Everything is made into a Task, and is categorized - making my inbox look great (over 2000 emails have been sorted out, I now have no more than 6 in my inbox)"

Natalie Greenwood - McLaren Group Limited

"Just want to share that TASK LISTS RULE! I haven't even started using it to full effect as yet but even as a 'brain dump' it's working so well. I have shared the tip re-selecting several dates in calendars with one of my colleagues in Birmingham today and we found a meeting date for our Execs in no time. She is hoping to come on one of your courses soon. I really enjoyed the course and I know that the tips are going to prove priceless to myself going forward. Thank you so much."

Elizabeth Mannering - Morrisons



microsoft@todayspa.co.uk
or call us on 020 7622 2400


todayspa.co.uk
Award Winning PA Training

Day 2

Microsoft Word, PowerPoint and Excel Masterclass

Handouts 85 pages (2003,2007,2010,2013)

As with all computer-based office tools, we tend to use familiar features and functions and ignore the rest. You will learn how to really use these effectively to produce amazing professional documents, spreadsheets and presentations, and with the use of our breath-taking shortcuts, it needn't take your hours!

PowerPoint with a PASSion

Many office professionals use Microsoft PowerPoint frequently, but few use this program to its full potential. To illustrate have you ever struggled to line up your images in your slideshow? Next time press shift + F9. This will display gridlines for you to line objects up perfectly.

What else you will learn on the day:

- ★ How to make you screen black with by pressing one button
- ★ Insert new slides with just two keys
- ★ Learn how to draw on top of your slides during your presentation
- ★ Working with slides and text
- ★ Formatting Your Slide
- ★ Animation & Sound Learn every shortcut you will ever need and more

Taking the Fear Out of Excel

Many office professionals have a fear of using Microsoft Excel. However this program is not just a useful tool for accountants and actuaries! To illustrate have you ever struggled to come up with just the right formula for your work? Next time press shift + F3 and ask Excel what you want it to do. I use this amazing shortcut frequently. Want to create a chart instantaneously? Select your data and press F11. You will also learn:

- ★ The absolute basics
- ★ Handling a Cells
- ★ Moving around cells
- ★ Working Your Workbooks and formatting them
- ★ Printing
- ★ Formulas Charts and Tables
- ★ Learn every shortcut you will ever need and more

Working With Word

Most people go to their ribbon (or toolbar) to increase the size of their font. If you highlight your text and press Ctrl + [or Ctrl +] your font size will decrease/increase. You will also learn:

- ★ Customising Your Toolbar or Ribbon
- ★ Changing your font with two keys
- ★ Advanced use of autocorrect
- ★ Personalising bullets
- ★ Line spacing shortcut
- ★ Mail merge
- ★ Learn every shortcut you will ever need a and more

"This course gave me the confidence to tackle Excel and the feeling that I can speak the Excel language!"

Emma Stickland,
Lloyd's Register

"Paul delivered a PowerPoint course to a group of 11 mainly intermediate colleagues. He did so in his usual exuberant, fun and very informative style. This was the second time Paul had carried out a training session (the first being on Outlook) and we all ended the day, having not only learnt lots (the short cuts are especially useful) but eager to try out all the hints and tips Paul had shared with us. Our only problem now is to decide which package we ask Paul to train in next time!"

Helen Wiseman, Vitacress Ltd.

microsoft@todayspa.co.uk
or call us on 020 7622 2400


todayspa.co.uk
Award Winning PA Training

Executive Summary for Managers

Why choose this Microsoft Office course?

What makes this course stand out from all the others is mostly that it has been created by PAs and is targeted directly at PAs and other admin professionals. Not only will your PAs be receiving the very best in training from us, but they will be surrounded by a wealth of knowledge and experience in the form of the other PAs present. They will feel positively spoilt by this rare training and networking opportunity, and will return to work feeling confident, empowered, motivated, and of course with completely current expertise.

Group work and discussion are encouraged throughout the workshop. We don't simply talk at our PAs; we involve them, listen to them and work with them. We make sure your individual PAs needs are met.

We know, that with so much valuable information to impart on our PAs, there really is a lot for them to take on board. That's why we've gone that extra mile to ensure that your PAs really take away as much as possible from this workshop. We provide them with easy to navigate, comprehensive hand-outs, covering everything discussed in the workshop, and much more. As a graduate of this workshop, your PA will become a lifetime member to our PA network; no question too big or small, we are always at the other end of the phone or email, ready to help.

What will your PAs learn?

Outlook

- ★ Using Tasks as a Project Management Tool
- ★ Mail Merge
- ★ Quick Parts & Quick Steps
- ★ Signatures
- ★ Use of Categories
- ★ Amending Ribbon
- ★ Backstage
- ★ Dozens of shortcuts

Excel

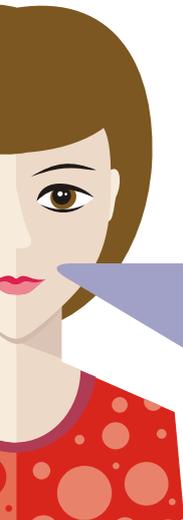
- ★ Backstage view
- ★ Amending ribbon
- ★ Worksheet, Workbook & Cell navigation
- ★ Privacy
- ★ Formatting Worksheets
- ★ Printing
- ★ Formulas
- ★ Charts, Tables & PivotTables
- ★ Macros, Hyperlinks & Mail Merging

Word

- ★ Amending Ribbon
- ★ Backstage & Security
- ★ Fonts and Formatting
- ★ Outline View
- ★ Themes
- ★ Page/Section breaks
- ★ Headers and Footers
- ★ Page colour, watermarks and columns
- ★ Electronic Forms, SmartArt, Diagrams & Charts
- ★ Advanced Tables
- ★ Formatting Pictures
- ★ Mail Merge
- ★ Styles and Longer Documents

PowerPoint

- ★ Composition
- ★ Animation & Navigation
- ★ Rehearsal
- ★ Hyperlinks
- ★ Sections, Ruler & Guidelines
- ★ Formatting
- ★ Embedding Objects and Charts



"I just wanted to thank you for providing such a stimulating and thought-provoking course. I will certainly be implementing the tips and suggestions just as soon as I can. I returned to the office today with renewed vigour and cannot wait for the positive changes to start happening. You're one smart cookie – keep doing what you're doing, only good things can happen by taking the Today's PA training and I, for one, will spread the word!"

Hayley North – Microsoft



"I learnt a great deal from the Today's PA course. Not only was it extremely beneficial, it was enjoyable, well organised and packed full of useful, practical tips. By using the tips and putting new systems in place, as soon as I returned to work, it made me more organised and allowed me extra time to concentrate on other, more important things. I highly recommend this course and already have another four colleagues booked to attend it."

Simonè Meier - Cancer Research UK

microsoft@todayspa.co.uk
or call us on 020 7622 2400



today'spa.co.uk
Award Winning PA Training

To
This
★ A
to
★ T
y
e
★ T
f

Venue & Fee

See www.todayspa.co.uk

Discounts on Microsoft Masterclass 2 Day Workshop

We have great savings schemes that have been designed to help both individual delegates and organisations continue their professional development and make their training budgets go further.

2-3	5% off
4-7	10% off
8-10	15% off
10+	Call 020 7622 2400 or email info@todayspa.co.uk for more details

Public Sector and not-for-profit organisations get £100 off the full price.

Timings

Days 1 - 2 - 9:00-17:00

Upgrade to Today's PA 5 Day Academy

Microsoft Masterclass is just Days 2 & 3 of our Today's PA 5 Day Academy. The whole Academy covers:

Day 1	The Assertive PA
Day 2	Outlook Masterclass
Day 3	Word, PowerPoint & Excel Masterclass
Day 4	Managing Successful Projects & Events
Day 5	Minute Writing Made Simple

Upgrade to Advanced Executive Assistant Academy

The additional 5 days to our flagship Today's PA 5 Day Academy cover:

Day 1	PA The Confident Communicator
Day 2	Outlook Expert
Day 3	Word and PowerPoint Expert
Day 4	Excel Expert
Day 5	Managing Difficult People

A professional trainer for professional PAs

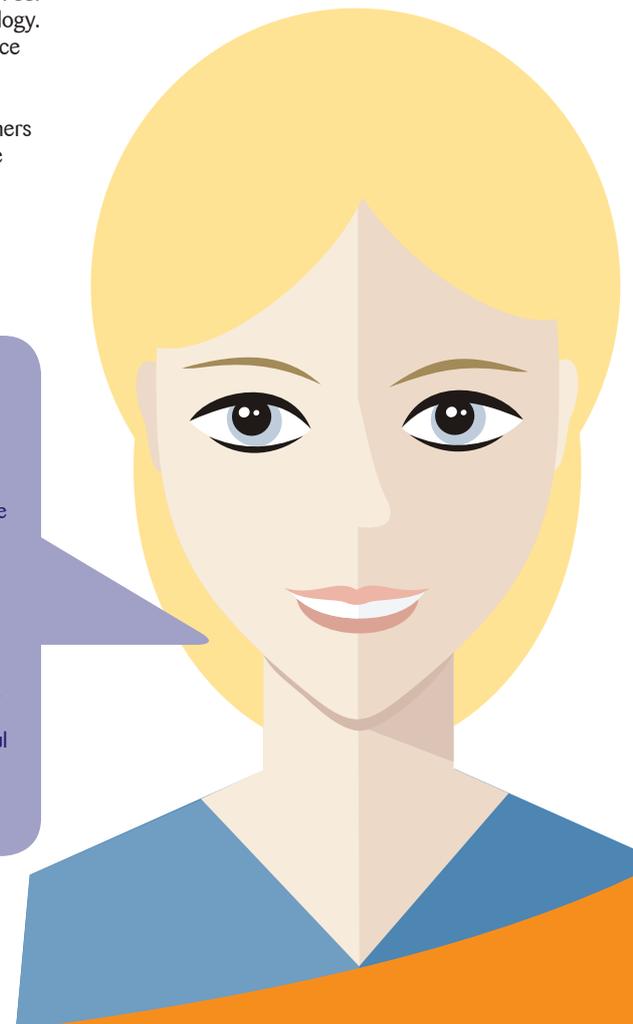
Your principal trainer PAul Pennant has been a highly-successful PA and Office Manager and is now Managing Director of Today PA. With a post-graduate degree in business studies Paul also studied a Master in Business Psychology. In addition he is a Certified Microsoft Office Expert. PAul's leadership of Today's PA resulted in his company winning Best PA Training Provider in 2014. Few if any trainers are better qualified to deliver and lead the workshop for Today's PAs – for you.

"I hired Paul to provide personal development to 10 board level PAs at Enterprise Plc in the form of a 2 day training session. The session covered a wide variety of subjects that he tailored to meet the needs of the PAs. The course was conducted at our offices and was excellent value for money. I cannot rate Paul's teaching highly enough, he gave us all a fresh perspective on PA working, saved us all time and provided brilliant tips. He understood completely how a PA works (as he has been one) and what a boss demands (as he is one). I would have no hesitation in recommending Paul as a provider of PA training."

Elisabeth (Libby) Lloyd – Enterprise

We have enviable credentials and boast:

- ★ Today's PA has been named as The Best PA Training Provider in the pa-assist.com Members' Voice Awards 2014-15. The award is the voice of the PA community around the UK with 1000s of PAs having voted.
- ★ PAs from over 80 countries have attended our workshops
- ★ Over 4000 companies, many of them blue-chip, have sent PAs to be trained successfully by Today's PA
- ★ PAs fly into the UK from around the world to attend
- ★ PAul is the UK's agony uncle for PAs and secretaries www.deskdemon.com
- ★ Paul is a Certified Microsoft Office Expert.



microsoft@todayspa.co.uk
or call us on 020 7622 2400


todayspa.co.uk
Award Winning PA Training

We speak at your conference

Few speakers are as motivational and inspirational as PAul Pennant. He will bring a touch of training magic to your conference and ensure that no-one is dropping off or playing games on their iPhone. PAul has given speeches at a number of conferences, as well as presenting seminars at the Times Crème, The Office* Show, The Meeting Show, OMPA, The PA Hub and many more. So he's experienced, witty and captivating – just what your delegates need.

Something for nothing - that's priceless

Once the workshop is over, we don't just wave you goodbye and close the door. When you leave, you take with you our ongoing commitment to your success, which includes:

- ★ Free membership of the Today's PA network
- ★ Email support from a nationwide network of experienced PAs
- ★ Annual 'reunion' with refresher sessions
- ★ A platform to voice your opinions through our regular email newsletter
- ★ Professional help and information just a phone call away
- ★ Ongoing help with time-saving tips to make your day easier
- ★ Experienced help with finding venues and accommodation world-wide, including Newcastle and Abuja
- ★ 'Hot tips' email alerts to keep you up to date with the latest advice and info on new courses

Questions, questions, questions

When you commit 2 valuable days of your time to Today's PA Workshop, we want you to know that we understand and recognise that commitment. We want to do everything we can to ensure that the workshop is thoroughly worthwhile for you. Being properly prepared will play a key part in achieving that success. Indeed, your success is our success.

If you get what we promise from the Workshop – and we know you will – we are confident you will recommend it to peers and colleagues. So we would like you to complete a short questionnaire, just before you attend the workshop, in order to give us a snapshot of the kind of person and PA you are, how you became a PA and what are your issues, frustrations, hopes and ambitions.

When you arrive at the workshop, you will be able to feel that you are among friends who understand you – and you are, because your trainers and course designers have all been where you are now. Doesn't that give you a warm, fuzzy feeling?

A training course that really scores

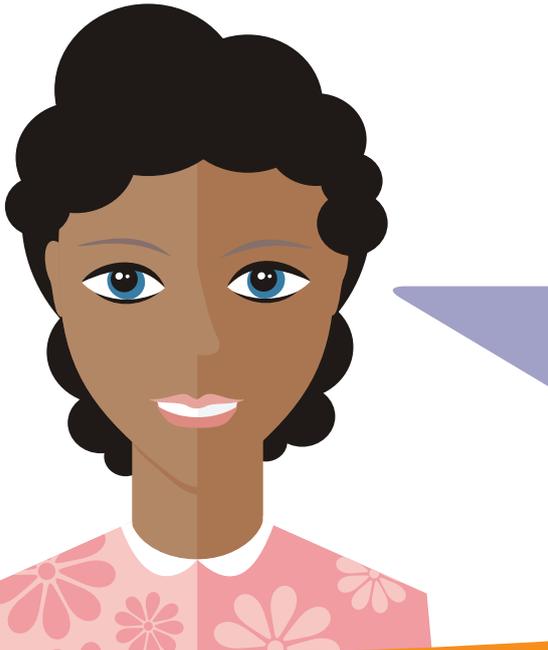
All Today's PA delegates are asked to evaluate the course as it finishes. Delegates regularly give us 5 out of 5 and 1 in 6 have said it's the best course they've ever attended.

In-house bespoke training

Even if you can't make it to one of our venues, don't despair – why not let us come to you? Your offices may, or may not, lack the ambience of Regent's University but in every other respect we will ensure that the experience is comparable.

There are many good reasons for keeping the course in-house: it makes for greater efficiency and ensures everything is focussed on your organisation's business. The course can be adapted to your organisation's specific needs so that it perfectly aligns with its culture and values.

Your PAs can also network and share their experiences of the course, thus strengthening the PA role within your organisation.



"Returning to work the Monday after Today's PA course ran on the Thursday and Friday, was in a word 'empowering'. Completing my evaluation I wrote that this course should be the industry standard for PA training. I should know I have been on a few; not because I felt that my skills needed brushing up, but because I had a wonderful boss who firmly believed in CPD, and would green light any course I requested, providing it made an impact in the work place on my return. This course made an impact like no other, it changed the way I work, both in my career and in my home office; it gave me the confidence to say 'No' and also to stop apologising unnecessarily. I learnt more about Windows products, Outlook in particular, than on the Microsoft run courses I have been on. I now dress smarter in the work place, projecting an air of confidence that only wearing a suit gives you. I hold my head up high when I ask for things I want and need to be achieved by others. My productivity in a busy period in the office also improved as I concentrated better because I answered emails at set times of day, instead of constantly interrupting what I was doing, as another email popped into my inbox. While the quality of the work I produce has never been in question, because I work smarter now, I am not so fraught at the end of the day, I come into work energised, not dreading my inbox. People know they can reach me, they now also know that I will respond when I have time to answer their query in full, but that I will respond. Training others into my new working patterns was interesting. I had a few raised eyebrows as I pushed back on 'urgent' requests that I didn't have time to accommodate, but maintaining eye contact and letting them know the answer they were getting from me, was the only answer they were getting from me took all of a week, for peers and managers alike to understand, this PA was not for turning! It's a wonderful course, one I cannot rate highly enough."

Maddie Grant - Health Purchasing Victoria, Australia

microsoft@todayspa.co.uk
or call us on 020 7622 2400



todayspa.co.uk
Award Winning PA Training

Courses We Deliver

Open Courses

Our open courses are currently held in Central London and Edinburgh.

Below is a sample of some of the courses we deliver. The two academies can be taken as a 5 or 10 day academy or in any combination you choose.

Contact us to find out more about other training solutions we offer.

5 Day Academy

The Assertive PA

Outlook Masterclass

Word, PowerPoint and Excel Masterclass

Minute Writing Made Simple

Managing Successful Projects and Events

Advanced 5 Day Academy

PA The Confident Communicator

Dealing with Difficult People

Outlook Expert

Word and PowerPoint Expert

Excel Expert

In House training

All our courses can be delivered at your venue. It makes for greater efficiency and ensures everything is focussed on your organisation's business, with the course adapted to perfectly align with its culture and values.

microsoft@todayspa.co.uk
or call us on 020 7622 2400



Today's PA

CONFERENCE & AWARDS

#10kPA

It's an annual two day event that gathers together the PA community and offers high quality educational content as well as outstanding networking opportunities.

The second day concludes with an awards ceremony, the highlight of which is the UK's best PA being awarded £10,000.

Visit www.todaysPAconference.co.uk for more information.



"I would rate the event a 10, it was excellent! The speakers were inspiring and very relatable. It was brilliant to meet and interact with people who share similar interests and who work in similar areas of work. The venue and set up was outstanding, your hard work definitely paid off! I would definitely encourage everybody to attend your conferences/training courses!"

Danielle Davis, Active Luton



"The event was well thought out and executed. I don't know if it was deliberately crafted that it went (1) big up the PA to feel their value, followed by (2) inspirational speakers, followed by (3) practical advice, hints, tips and expert panel and finally (4) get the technology to work for you, but if it was designed that way gold star to whomever dreamt that up."

Amanda Bennet, Avon and Somerset PCC

microsoft@todayspa.co.uk
or call us on 020 7622 2400



Name Dropping

When you sign up for the Today's PA workshop, we can guarantee you'll be in good company. Below are just some of the 2000 companies from 80 countries who have sent PAs to the Today's PA workshop recently.



microsoft@todayspa.co.uk
or call us on 020 7622 2400

