

# Microsoft Word, PowerPoint & Excel Masterclass



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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.

Our courses and workshops 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 subjects interesting.

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

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"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

"Thank you to Paul and the rest of the class for a very fun and enlightening class. Paul, the quality of your work and attention to detail coupled with your engaging and personable manner made this course unique, enjoyable and extremely useful".

Madeline  
O'Shaughnessy-Hunter  
- Paralympics GB

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# Word, PowerPoint and Excel

(Handouts 80 + Pages)

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 and more



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.



"This course gave me the confidence to tackle Excel and the feeling that I can speak the Excel language!"  
Emma Stickland, Lloyd's Register

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# Executive Summary for Managers

## To train or not to train? Why bother?

Both inexperienced PA and the seasoned EA veteran will benefit from this workshop.

We will show your PAs that computer is the best and safest place to store their tasks, projects, lists, thoughts, and anything else they cannot afford to lose or forget. They'll also be able to keep track of them efficiently and effortlessly, become more organized and automate those tedious, mundane and time consuming tasks.

We will show your PAs amazing tips and shortcuts across Excel, Word and PowerPoint, that will absolutely transform the way they work and save them up to 1.5 hours per day. Imagine what they could do with all that extra time! It's not unusual for our PAs to get in touch with us after the workshop, and report a newly found sense of certitude and satisfaction at work upon their return to the office. This positivity can only mean amazing things for you too!

"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.

Simonê Meier - Cancer Research UK

## 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?

### Excel

- ★ Backstage view
- ★ Amending ribbon
- ★ Worksheet, Workbook & Cell navigation
- ★ Privacy
- ★ Formatting Worksheets
- ★ Printing
- ★ Formulas
- ★ Charts
- ★ Tables
- ★ PivotTables
- ★ Macros, Hyperlinks and Mail Merging
- ★ 90+ Pages of hand-outs

### 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 and Charts
- ★ Advanced tables
- ★ Formatting Pictures
- ★ Mail Merge
- ★ Styles and Longer Documents
- ★ Dozens of shortcuts
- ★ 60+ Pages of hand-outs

### PowerPoint

- ★ Composition
- ★ Animation
- ★ Navigation
- ★ Rehearsal
- ★ Hyperlinks
- ★ Sections, Ruler and Guidelines
- ★ Formatting
- ★ Embedding Objects and Charts
- ★ Dozens of shortcuts
- ★ 120+ Pages of hand-outs

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## Venue & Fee

See [www.todayspa.co.uk](http://www.todayspa.co.uk)

## Discounts on Today's PA Training

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](mailto:info@todayspa.co.uk) for more details

Public Sector and not-for-profit organisations get £50 off a day's rate.

## Timings

9:00 - 17:00

## Upgrade to Today's PA 5 Day Academy

Word, PowerPoint & Excel Masterclass is just Day 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

This course can be taken as a 5 Day Academy or in any combination of your choice.

## Advanced Academy

We are delighted to announce additional 5 days to our flagship PA Academy. Are you a senior PA, EA, Secretary or Office Manager?

Then this course is ideal for you!

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

This course can be taken as a 5 Day Academy or in any combination of your choice.

## 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.

## 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 PA's 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](http://www.deskdemon.com)
- ★ Paul is a Certified Microsoft Office Expert.

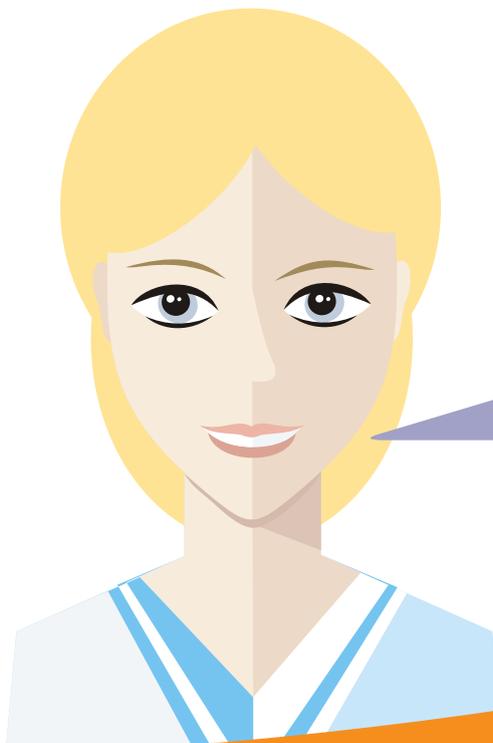
## We speak at your conference

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 conference
- ★ 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



"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

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## Questions, questions, questions

When you commit your valuable time to this course, 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 this course – 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.

"I've never been a PA before, so my line manager suggested going on a training course. I attended the two day course, and was surprised to see that alongside newbies like me, some of the people there had been PAs for over 20 years! The course was by far the best and more relevant I have ever attended, I still can't believe how much we packed into just 2 days!

Paul's approach to training was well informed and fun, allowing those attending to discuss and challenge the ideas he put forward, adapting his tools and suggestions to fit our own workplace and working styles.

Finally, it was a great opportunity to be among like-minded people, I was surprised to see that even experienced PAs had some of the same issues and concerns as me. I left the course feeling confident that on Monday, things would be different, that they would be better. Two years on and I'm still using the techniques I picked up from both the two day master class and the one day refresher courses!"

Amanda Dyer – Leeds University

"I thoroughly enjoyed the course. The trainer was engaging and kept my full attention. I would definitely recommend him."

Stephanie Harris,  
Moorfields Eye Hospital

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# 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.

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# 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](http://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

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# 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 4000 companies from 80 countries who have sent PAs to the Today's PA workshop recently.



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