



# Microsoft Office Productivity Series

## Facilitator

Jeff Olefson, President, Staff Development Associates

## Description

This six-session series will focus on leveraging the capabilities of the Microsoft Office Suite and Office 365 collaborative tools. Each webinar will focus on one or more of the applications with tips, tricks and productivity strategies that can be effectively applied now while we social distance as well as in the future at our schools and district offices.

**Each live session is recorded. After each session, participants will receive a link to the recording for viewing again at their convenience.**

**Tech Needs:** Internet access for Join.me and future on-demand viewing

## Session Topics

October 27, 2020	File Management/Collaboration with OneDrive & OneNote
November 17, 2020	Effectively Using Outlook
January 19, 2021	Word Tips and Tricks
February 23, 2021	Excel Tips and Tricks
April 13, 2021	Creating Effective Presentations with PowerPoint
May 18, 2021	Creating Flyers and Newsletters with Publisher

## Who Should Attend?

Anyone who uses Microsoft Office Suite and would like to learn how to use the features more effectively.

## Registration

**Registration (and payment) deadline:** October 15, 2020

Log-in session link will be sent to those who have paid by the deadline.

If you are a first-time ePDC visitor, you must first "Create an Account" (<http://my.paec.org/epdc>). Follow the instructions in confirmation email. Then register using instructions below.

Register in ePDC: ([https://www.paec.org/epdc/epdc\\_Course\\_Search\\_ext.asp](https://www.paec.org/epdc/epdc_Course_Search_ext.asp))

**Search for course name: Microsoft Office Productivity Webinar Series**

## Details

### Session Dates:

October 27, 2020  
November 17, 2020  
January 19, 2021  
February 23, 2021  
April 13, 2021  
May 18, 2021

**Time:** 12:00 – 1:00 Central  
(1:00 – 2:00 Eastern)

**Location:** Online

### REDUCED REGISTRATION FEE

#### Registration fee:

~~PAEC member districts - \$125~~  
\$90 per person for entire series  
~~Non-member districts - \$150~~  
\$115 per person for entire series

**Payment deadline:** 10/15/20

**Payment method:** by credit card through ePDC or by check

**Cancellation Policy for Events for Which There is a Charge.** In the event you are unable to attend, please notify the named PAEC contact by e-mail one week before the event date.

For refunds, please refer to the ePDC Refund Policy.

PAEC reserves the right to cancel any session due to insufficient enrollment. Participants **who have provided a working e-mail** address and/or phone number will be notified by email or phone if a session is cancelled.

For more information, contact Linda Arrant at (850) 638-6131 ext. 2234 or [linda.arrant@paec.org](mailto:linda.arrant@paec.org).

## Panhandle Area Educational Consortium

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