

Score Business Workshop Course Details

Please see the [Workshop Calendar](#) for Dates & Times

Course Title	Typical Length
Learn how to move your business forward with Excel, Word, & Outlook	7 ½ hours


Short Description	Typically Recommended For		
	Planning & Evaluation	Inception & Start Up	Operating Businesses
Learn how to use Microsoft Excel for spreadsheets, graphs and analysis. Word for letters, memos and reports and Outlook to handle your business email, calendar, and tasks		yes	yes

Detailed Course Description

Excel is an excellent business tool for accounting, analysis, reporting and graphs. Don't crunch the numbers manually when you can use Excel to do it in a fraction of the time. For Example Managing data lists, Excel tips & tricks, Formatting tips, and more.

Outlook handles email, managing business contacts, keeping track of tasks and calendar events. For example Scheduling and Calendaring, How to use meeting requests, Mail merge with outlook, and more.

Word most user think they know Word because they can type letters and reports manually, but there is more to Word, such as Using hyperlinks and bookmarks, Creating Word macros, and much more



Instructor Information

Tom Howe has been a practicing attorney for over 25 years and owns 2 technology companies. He has written 4 books (law and software programming) and speaks at legal conferences throughout North America and technology conferences around the world. His practical and entertaining presentation style makes him a highly sought after speaker.

Henry Adleman has held computer management and technical positions for over 40 years in the US and Europe while teaching University level Information Technology and Computer Science part time for over 25 years. Business experience includes managing software and hardware development for large manufacturing, engineering and service organizations at two computer consulting companies and several computer manufacturers including Digital Equipment, Compaq Computer and IBM. Disciplines and skills are in Engineering Management, Systems Engineering, Hardware and Software Development, Information Technology and Education. Education experience included course development and teaching as a faculty member at Northeastern University for courses including Programming, Excel, Word, Powerpoint, Introduction to Computers, Operating Systems and Programming Languages.

Recommended Background or Prerequisites

None required.