



Welcome to East Bay Escrow Association

www.ebeaescrow.org

Microsoft Outlook & Microsoft Excel

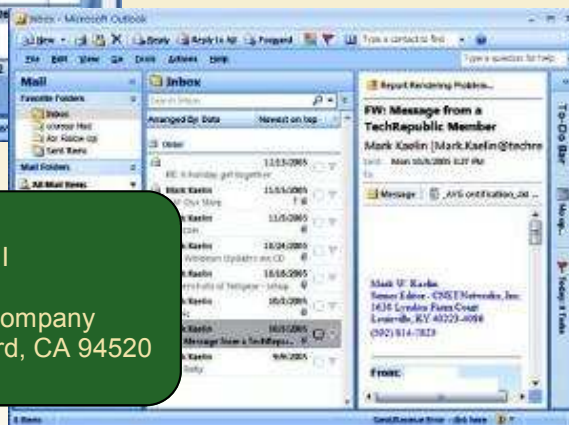
Come learn how to get more out of your software ...

Saturday, July 25, 2009



Outlook: we will cover email basics and formatting (signatures/stationary), utilizing subfolders, routing email, color coding, setting up contacts/database, calendaring and mail merging your Outlook contacts into letters, postcards, labels and more ...

we will then cover more advanced topics, including advanced farming options, importing and exporting databases, e-mail merging, and backing up files (e-mail and contacts) and more ...



Excel: basic database creation and management, formatting cells, sorting, and importing into Outlook. We will also cover basic formulas and basic spreadsheets and more ...



Saturday July 25, 2009
9AM-12PM Outlook I & II
1PM-3PM Excel

Location: First American Title Company
1355 Willow Way, Suite 100, Concord, CA 94520

For more information please contact:

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