

Leapfrog the Competition with Technology

March 24, 2012

9:00 a.m. – 3:30 p.m. (check-in begins at 8:30)



Make The Leap to
Remarkable with the
Illinois Division of
IAAP!

Location DCG Training
1551 Bond Street, Suite 109
Naperville, IL 60563

Attire Casual or Casual Business Attire

Cost \$50.00 for IAAP Members, \$60.00 for non-members
Learn more at www.iaap-illinoisdivision.org
Add \$15 if walk-in without prior registration
Includes lunch!

An all new technology lineup! This seminar will cover many different features and functions of the software that will help you to immediately be more effective on the job. You won't want to miss this computer workshop!

Topics Pivot into Pivot Tables in Excel
Leap to Action with Office Add Ins
Pounce onto One Note
Dive into Microsoft.com Features
Step into Word Styles

Instructors Dewoun Hayes, MAEd, CAP
Marie Herman, CIWD, ATM-S
Lisa Olson

Online Registration Available! <https://secure.jotform.com/form/13481557997>

This seminar has been approved for five CAP recertification points.



International Association of
Administrative Professionals®

Illinois Division



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International Association of Administrative Professionals
Technology Seminar
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Name _____ Credentials _____

Name for Badge (if different than above) _____

IAAP ID Chapter Name _____

Home/Business Address (please circle) _____

City _____ State _____ Zip _____

Company Name _____

Business Phone _____ Home Phone _____

Email _____ Fax: _____

Dietary/Other Restrictions (Medical/Religious only)*

Please Specify _____

It is the policy of IAAP to comply with the Americans with Disabilities Act. If special arrangements are necessary for an individual with a disability to attend this program, please include this information with your registration.

Deadline for cancellation is March 16, 2012. All requests for cancellation must be in writing and received by March 16.

Registration Feeincludes box lunch**

This educational seminar has been approved for five CAP recertification points.

Please send registration form and check in the amount of \$50 for members or \$60 for non-members, made payable to:

IAAP of Illinois, Inc. (IAAP Tax ID #51-0245970) and mailed to
Lisa Olson ■ 1207 Andria Court ■ Naperville, IL 60563

Proceeds benefit the Illinois Division