

Conference Workshop Sessions

For the Microsoft Productivity Platform

RedCape offers a variety of conference workshop sessions to administrative and private service professionals, their employers, managers, business users within small businesses, nonprofits and corporations. Sessions are generally 1-2 hours in length and can be adjusted or combined to meet your time requirements.

If your group is interested in having RedCape present in person or via webinar on any of these or similar topics, please contact Vickie Evans at vevans@redcapeco.com or 682.667.4400.

Skills for you:

- Increase your productivity
- Increase your marketability
- Significantly Reduce your work hours
- Get free stuff
- Discover what's new in 2010
- Work anywhere using "Cloud Computing"

Skills for you that also benefit your employer:

- Increase productivity
- Reduce expenses
- Make your boss (and company) look good
- Maximize your organization's technology investment
- Work anywhere using "Cloud Computing"
- Improve the company's bottom line

Contact Information

The Red Cape Company, LLC
106 E. Sixth Street, Suite 900, Austin, TX 78701
Twitter: www.twitter.com/redcapeco
Facebook: www.facebook.com/redcapeco
Toll-Free 1-877-814-6413

All content is owned and copyrighted by The Red Cape Company, LLC (RedCape).
This content is not to be reproduced without prior written permission by RedCape.

Work smarter | Work LESS Series

Popular

Show Me the Money!

45 tips in 45 minutes.

Learn 45 no-brainer technology tricks to save you literally hours of time and produce jaw-dropping results. This session will cover tips and tricks in Word, Excel, PowerPoint and Outlook. All the tips will be provided to you in a handout for you to refer to when you return to the office.

Note: This session can be lengthened to '60 Tips in 60 Minutes' or shortened to '30 Tips in 30 Minutes'. Please include an additional 15-20 minutes for a Q&A session. For example, the '60 Tips in 60 Minutes' session will require 75-80 minutes of time to include the Q&A.

See separate **Show Me the Money! 30 Tips in 30 Minutes** one-pager.

Session Length: 45-90 minutes

Your Ruby Red Slippers

Discover all the free productivity tools and resources you already have.

Remodeling a bathroom? Coordinating an event? Tracking expense reimbursements? Whatever you do, don't start from scratch! Microsoft has hundreds of free templates for Word, Excel, PowerPoint and more, all at your fingertips. In this session, we will discuss how to increase productivity, reduce expenses, work less hours, and make your boss look good.

Session Length: 60 minutes

You've Got Style

Use Word Styles to instantly format documents and make you (and your boss) look like a rockstar!

Enhance your or your employer's professional image by applying a brand to your documents, presentations and spreadsheets through the use of Office 2010 Themes and StyleSets. You'll learn how to apply and modify them, the benefits of using styles, and how you can create or customize your materials to impress your boss and make THEM look good. Not only will your materials stand out, but you'll be formatting even the most complex materials in less time.

Examples that can be used in class: business plan, proposal, employee manual

Session Length: 60 minutes

Hot Topic!

To the Cloud!

Working with remote teams using Office 365.

Virtual technologies such as video chat, collaboration portals, sky drives and remote access to our desktop allow us to get our work done from anywhere, while reducing costs and carbon footprint. Using Microsoft's "To the Cloud" commercial [<http://youtu.be/-HRrBLA7rss>] we will navigate Office 365 through real-world scenarios that demonstrate the ability of "cloud computing" to interact with Microsoft Office. As we see more and more project teams working as virtual teams, this will impact nearly every aspect of the way we work internally and collaborate across the globe.

Note: Session can be condensed to 30 minutes or expanded up to 90 minutes.

Session Length: 30-90 minutes