



## SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

A Member of Legal Secretaries, Incorporated® – Educating California's Legal Professionals

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PRESENTS

# Microsoft Office Workshop Word, Excel and PowerPoint Tips & Tricks



Santa Clara County Legal Professionals Association invites you to a workshop that aims to provide you with solutions to achieve greater productivity in the workplace. There are always new ways to increase efficiency and knowledge, so look no further than this valuable workshop. We are pleased to have Tom Chandler from Computer Magic Training present tips and tricks for Word, Excel, and PowerPoint, for the beginner, intermediate, and advanced user.

**Thursday, August 23, 2018**

**Presenter: Tom Chandler, Computer Magic Training**

**Registration: 5:30 p.m.**

**Dinner: 6:00 p.m.**

**Workshop: 6:30 p.m. – 8:00 p.m.**

**Wilson Sonsini Goodrich & Rosati**

**650 Page Mill Road, Palo Alto, CA 94304**

**Conference Room – Courtyard 1D (check in at reception desk)**

Workshop Fees:	\$65.00	Members (includes dinner/no refunds)
	\$85.00	Non-Members (includes dinner and free one-year membership in SCCoLPA/no refunds)

**Register and pay via PayPal at [www.sccolpa.org](http://www.sccolpa.org) OR contact [reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com)**

This workshop has been approved for 1.5 hours of MCLE/CCLS credit.

SCCoLPA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing education credit by the State Bar of California in the amount of 1.5 hours, of which 0.0 hrs. will apply to law practice management/prevention, detection, and treatment of substance abuse and emotional distress and 0.0 hrs. in elimination of bias credit (as appropriate to the content of the activity).