

# Small Business Workshop Series



## Grow Your Business Capability with MS Office

In this Workshop Series, we will give you tips, tricks, and techniques to more effectively utilize MS Office in a small business environment to make managing your business easier and more efficient.

### Workshop 1: Easily Create and Manage Your Finances Using Excel as a Financial Tool

Saturday, May 2<sup>nd</sup> 9:00 – 10:30 a.m.

RSVP: <http://bit.ly/19MIDwo>

Learn how to use Excel to create financial statements, analyze expenses and cash flow, and maintain better financial records to make managing your small business easier.

### Workshop 2: Create Your Own Breakthrough Professional Marketing Materials Using Word/PowerPoint

Saturday, May 9<sup>th</sup> 9:00 – 10:30 a.m.

RSVP: <http://bit.ly/19qhfTs>

Experts will show you how to create beautifully designed promotional materials and customize your own presentations, flyers, and marketing tools.

### Workshop 3: Maximize Business Communications and Customer Management Using Outlook/OneNote

Saturday, May 16<sup>th</sup> 9:00 – 10:30 a.m.

RSVP: <http://bit.ly/1IF1vJ6>

Learn how to effectively manage and communicate to your customer base, and organize your marketing messages and frequency for maximum effectiveness.

All Workshops will be held at Microsoft at the Danbury Fair Mall | 7 Backus Avenue, Danbury CT 06810 | 203.546.1510



Western Connecticut

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\*Dates and times are subject to change.