

12 invitations

to present

Microsoft Office training

to Administrative Office

groups! (You don't get

invited 12 times

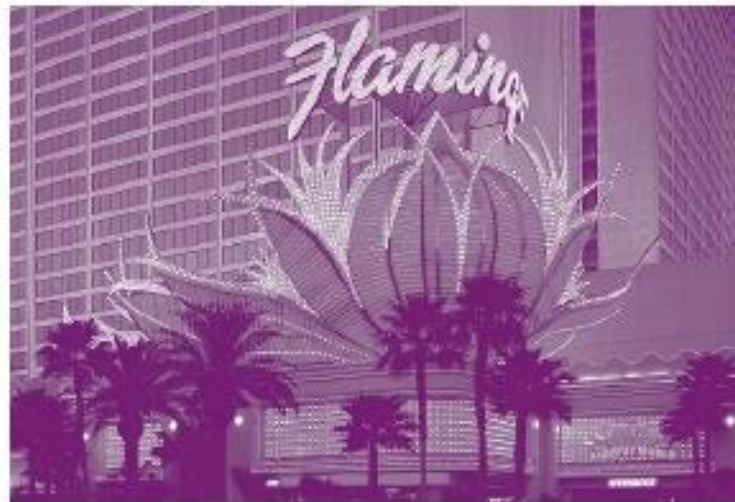
unless you are

really great!)

(scroll below).



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41st Annual Conference

Maximize Your Skills

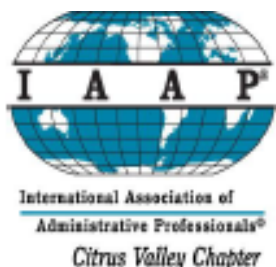
**Timeless Work Habits, Cool Secrets and Tricks in Excel, Integrating
Office Applications and Professional Etiquette Practices**

Be Efficient in Excel
Bill Jelen

Timeless Work Habits To Set Yourself Up For Success!
Amber De La Garza

**Integrating Office Applications
and
Professional Conduct in a Business Environment**
Tim Owens

September 22 - 24, 2016 | Flamingo | Las Vegas, Nevada



Citrus Valley Chapter Meeting

Tuesday, August 6, 2013

6:00 p.m.

Speaker: Tim Owens, CEO, 30 Second Training
"Excel Formulas Demystified – Time Saving Tips and Tricks!"

www.facebook.com/CitrusValleyChapterIAAP

Marie Callender's Restaurant
1560 North Albatross
City of Industry, CA 91748

Agenda

6:00 p.m. Check in/networking
6:30 p.m. Dinner served
6:55 p.m. Call to order
7:00 p.m. Speaker intro
8:00 p.m. Business meeting
8:30 p.m. Adjourn

Cost

\$23 IAAP Members

\$25 Non-Members

Please RSVP by:

Insert date to:

Michelle Sanchez

Michellesanchez.iaap@gmail.com

(909) 896-1603

Prepayments via PayPal
available at Chapter website,
www.iaap-citrusvalley.org

Authorized for One
Recertification Point



Excel is one of the many powerful and comprehensive programs available in the Microsoft suite of products. It is more than a fancy calculator that can perform such simple tasks such as: summing, averaging, counting, finding minimum, means and maximums of a range of data.

In this presentation you will learn:

- The difference between functions and formulas.
- What must be included in every formula?
- How to save time by copying versus reentering similar or duplicate formulas?
- The one formula you won't believe you have lived without for all these years... Hint can you concatenate?

The session should prove to be a perfect blend for both the beginner and the power user. Come learn with us and share your knowledge with the group.

Tim is a Microsoft Certified Trainer and has been a certified Corporate Trainer since 1996. He is an alumnus of the prestigious Annenberg School of Communication at the University of Southern California. His philosophy is to teach you how to do and/or find any technique in the applications he teaches in *30 seconds or less*. He teaches in all 50 states and around the world. For more information about Tim Owens and the services he can provide visit his website at www.30secondtraining.com.

Please select from one meal choice. Meals include entrée, soft beverage

Hot Entrée 1 Hot Entrée 2 Soup and Salad Bar

Confirmed RSVP's not cancelled prior to the 12:00 p.m. on August 5th, will be invoiced and payable to the Citrus Valley Chapter.





BH/CC LSA

Beverly Hills/Century City Legal Secretaries Association

THE LEGAL DAZE

February 2013 – Volume 65, No. 10

Gwendolyn Edwards, Editor

2012-2013 OFFICERS/CHAIRS Gwendolyn Edwards <i>President</i> <i>Member Liaison</i> <i>Website Chair</i> <i>Bulletin Editor</i> Carole Kanter	DATE:	February 21, 2013 - Thursday
	PLACE:	Crowne Plaza Hotel 1150 South Beverly Drive Los Angeles, CA 90038 [Between Olympic and Pico] • (Phone: (310) 553-6561)
	TIME:	6:15 p.m. – Networking: 6:45 p.m. – Dinner
	SPEAKER:	Tim Owen, Microsoft Certified Trainer Onsite Software Training and Quick Reference Clips since

SPEAKER OF THE MONTH



Tim Owens
 Microsoft Certified Trainer
 Business Skills Trainer

Join us and learn how to use Word more efficiently and effectively. Mr. Owens will share Word Shortcuts and information to help us increase our productivity, do our jobs more easily, and look like Rock Stars!



CALIFORNIA LAW ENFORCEMENT ASSOCIATION OF RECORDS SUPERVISORS, INC.

CLEARs 2012 Training and Technology Seminar, Region III
Hosted by Southern, Inland, and Border Chapters



May 8, 2012

Tim Owens
2629 Manhattan Avenue, 293
Hermosa Beach, California 90254

Dear Tim,

On behalf of the California Law Enforcement Association of Records Supervisors, Inc. (CLEARs) and the Seminar Committee, we thank you for agreeing to speak at the 2012 39th Annual Training and Technology Seminar, scheduled for September 17-21st in Anaheim California. I am writing to confirm your speaking engagement as one of the speakers in the Conference Seminar as well as the following:

Cathy Osgan
DIRECTOR

Marilyn Maestas
CO-CHAIR

Wendy Wilson
CO-CHAIR

Delphine Fish
SECRETARY

Mary Garcia
TREASURER

Kari Mendoza
Terri Burmeister
AGENDA/TRAINING

Shannel Honor'e
FACILITIES

Ruth Mahlow
GIFTS

Beverly Felt
Jennifer Kelly
HOSPITALITY

Marie Sy
Vivian Olivas
REGISTRATION

Roz Vinson
VENDORS

Your Topic:	"Microsoft Office: Tips, Tricks and Shortcuts"
Presentation Date:	Tuesday September 18th, 2012
Presentation Times:	1:00-2:45 and 3:00-4:45

If you have handouts please be prepared for approximately (?200?) attendees.

Please note any specific audio video needs that you would like us to supply:

- (1) Microphone (lapel clip (style)
- (2) speaker system
- (3) Overhead projector
- (4) Large screen to show presentation from the overhead projector
- (5) Fast Internet connection.

Follow up letters will be emailed out approximately 30 days prior with directions and parking information.

If my understanding of the above is correct, please sign a copy of this letter and return it to me via email along with a brief biography and photograph for our agenda by June 1st. If at any time you have any questions, please contact me by phone at 951-461-6373, or by email at tburmeister@murrieta.org. I look forward to meeting you.

Please issue me an invoice 45 days prior to the event.

Sincerely,

Terri Burmeister, Training Chairman

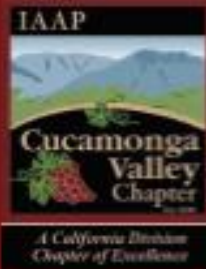
The understandings concerning my appearance at the CLEARs Seminar in Anaheim California are correct:

Timothy V Owens

Signature



CLEARs 39th ANNUAL TRAINING AND TECHNOLOGY SEMINAR
September 17-21, 2012



Cucamonga Valley Chapter IAAP



Chapter of Excellence
from 2009 to the present!

Wednesday, February 27, 2013

6:00 p.m. Check-in - 6:15 p.m. Dinner & Meeting!

“Finding Bliss at Work and Home—Get More Done in Less Time ”

SPEAKER

Tim Owens



Tim is a Microsoft Certified Trainer since 1997. He is also the owner of the online Microsoft Office training website: 30SecondTraining.com. He loves sharing his knowledge of Microsoft Word, Excel, Outlook, PowerPoint and Access with students, both in person and remotely. Tim has been the exclusive computer trainer for the City of Beverly Hills for 8 years and counting. He is also a veteran of the United States Marine Corps.

Approved for
1 CAP-OM
recertification
point.

Tim will present breakthrough methods for stress-free performance and teach us how to get more done in less time! Only when our minds are clear and our thoughts are organized can we achieve effective productivity and unleash our creative potential. In this presentation we'll learn how to re-assess goals, stay focused in changing situations and feel fine about what we are **NOT** doing.

February Community Outreach

We'll be collecting care package items for our troops overseas. Needed items include socks, baby wipes feminine products, cards and letters.

And remember your Box Tops for Education

Buffet Dinner

Black Jack BBQ Chicken
Sweet Apple Pecan Salad
w/ Raspberry vinaigrette
Citrus Rice
Coleslaw
Warm rolls
Dessert
Chocolate Mousse

DAVE & BUSTER'S

www.daveandbusters.com
4821 Mills Circle
Ontario, CA
909-987-1557

YOU MAY ALSO PAY BY PAYPAL
JUST GO ON OUR WEBSITE AND CLICK!
cucamongavalleyiaap.com by Monday evening!
AT THE DOOR PLEASE PAY BY CHECKS OR CASH ONLY

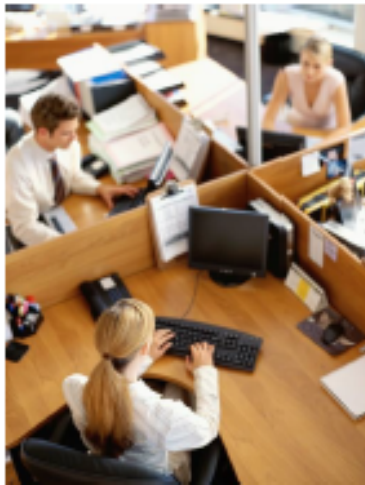


International Association of
Administrative Professionals®

Reservations: Please RSVP no later than Monday, February 25th, 2013 by noon!
Members \$25 Guests \$27

A Reservation Made is a Reservation Paid

You will be charged for cancellations after Monday at noon!
cmriley@llu.edu - Christina Riley (909) 558-4908, option 3



Microsoft Office

(Word, Excel, PowerPoint
and Outlook)

Shortcuts, Tips and Tricks!

Are you tired of 'fighting' to get your Microsoft Word document to look the way you want? Do you struggle for hours to make things "look right"? Do you have a perfect Word document but you copy and paste into the document and it went

weird on you?

In this class you will learn tips and tricks to:

- (1) Make your Word documents look perfect – with ease, no stress, the first time.
- (2) Create a chart with one keystroke using Excel and other (very easy) tips.
- (3) Master the creation of PowerPoint presentations (from scratch and previously created presentations) (quickly and easily)
- (4) Use Quick-parts, Templates, and unknown shortcuts to breeze through Outlook!

If you spend hours of time frustrated in Word, Excel, PowerPoint, Outlook and want easy quick tips and tricks, this is for you!

Guest Speaker: Tim Owens
30SecondTraining.Com



Tim is a Corporate Certified Trainer since 1996. Tim Owens teaches in all 50 states and around the world. He teaches both Soft Skills (Time Management, Business Etiquette, Email Etiquette, etc.) and Microsoft Office (Word, Excel, Outlook, Access, and PowerPoint.) His classes are fun and entertaining but most importantly Tim keeps the training on course and relevant.

CAP/CAP-OM RECERTIFICATION DOCUMENTATION PENDING

CURRENT MEETING

Date: October 16, 2012

Location:
Paul's Diner (at the Villa)
4000 El Camino Real
San Mateo, CA

Time:
5:30 p.m. Networking
6:00 p.m. Welcome/Dinner
6:30 p.m. Program

Cost:
\$5.00 ECC Members
\$10.00 Non-members

Dinner:
*Please note the change.....
Upon arrival, place your order
& pay at the register; then
proceed to meeting area.*

RSVP:
Visit us online to RSVP.

FUTURE MEETINGS

Nov. 20th: "In Case You Get Hit by a Bus on Your Way Home- Creating An Effective Administrative Procedures Binder."
Speaker: Diana Smith
ECC Member and 2012 Secretary

Dec. 11th: Note Date Change
HOUDAY EVENT

VISITORS WELCOME

Please share this flyer with any administrative professional interested in professional development, education, & networking.

For information contact: Cindy Picetti
at cpic6651@yahoo.com
(Please mention ECC IAAP in the subject line); or visit

<http://www.elcaminoiaap.shutterfly.com>



Orange Empire Chapter

Dinner Meeting & Speaker - November 15, 2012
Doubletree Club Hotel

Guest Speaker

Tim Owens of TimOwens.com

"Microsoft Word Shortcuts, Tips and Tricks"

Are you tired of 'fighting' to get your Microsoft Word document to look the way you want? Do you struggle for hours to make things look right? Do you have a perfect Word document until you copy and paste into the document and it goes weird on you? If you spend hours of time frustrated while using Microsoft Word, this presentation will dazzle you. You will leave with a 'new' understanding of how to use Microsoft Word and you will leave this presentation empowered as well as being able to cut hundreds of hours of stress from your schedule.

Tim has been a Microsoft certified trainer since 1997 and has 16 years' experience teaching Microsoft Office (Word, Excel, Outlook, PowerPoint and Access. Additionally, Tim has been a technical trainer for the Microsoft Certified Systems Engineer program for 7 years. He attended the USC Annenberg School for Communication & Journalism and is a published author and public speaker. He currently provides software and soft skills training in all 50 States and 29 cities in Northern and Southern California. Tim's hobby is international travel; he has been to 27 countries and 35 international cities.

Qualifies for one recertification point!

Meeting Agenda

6:00 p.m. Networking
6:30 p.m. Dinner – Cost \$26

If you RSVP and don't show up, you are responsible for payment.

Dinner ~ **Fall Dinner** ~ Roasted Breast of Turkey with Mushroom Demi Glaze, Scalloped Potatoes, Assorted Julienne Vegetables in Butter Sauce

Each selection includes tossed field greens with choice of dressings, assorted dinner rolls and creamy butter. Pumpkin pie will be served for dessert.

Decaffeinated Coffee, Hot Herbal Tea & Apple Cobbler for Dessert

7:00 p.m. Speaker – Tim Owens
8:00 p.m. Business Meeting
8:30 p.m. Adjournment

* Free valet parking is available to OEC members - just announce you are with OEC- IAAP upon arrival.

Stay informed and visit the websites:

Chapter – www.iaap-oec.org
CA Div – www.iaap-ca.org

Upcoming Events:

- Certification Test November 3

OEC Fundraising:

- Box Tops – continue to collect box tops
- Orange St. John's MOPS Boutique November
- Orange Holiday Tree Lighting December 2
- iGive – continue shopping



R.S.V.P. by Tuesday, November 13, 2012 to Martha Ramirez, mramirez@santa-ana.org or call 714-667-2732.



Pasadena Chapter Invites You!

Thursday, October 11, 2012

Microsoft Office (Word, Excel, and PowerPoint) Shortcuts, Tips & Tricks Presented by Tim Owens



Are you tired of 'fighting' to get your Microsoft Word document to look the way you want? Do you struggle for hours to make things "look right"? Do you have a perfect Word document but you copy and paste into the document and it went weird on you? In this class you will learn tips and tricks to :

- ◆ Make your Word documents look perfect — with ease, no stress, the first time
- ◆ Create a chart with one keystroke using Excel and other (very easy) tips
- ◆ Master the creation of PowerPoint presentations (from scratch and previously created presentations (quickly and easily)

If you spend hours of time frustrated in Word, Excel, PowerPoint and want easy quick tips and tricks, this program is for you.

WHERE: Clearman's North Woods Inn
7247 Rosemead Blvd
San Gabriel CA 91775

TIME: 6:00 PM—Networking/Check-in/Dinner
Menu selection is made upon arrival
6:30 PM—Call to Order

COST: \$22 (IAAP Members) \$24 (Non-members)
Make checks payable to **IAAP Pasadena Chapter**

RSVP: by **Tuesday, October 9** to Victoria Hernandez
626-536-0311 or 2012.iaap.pasadena@gmail.com



Re-certification points will be available to CAP/CAP-OM holders in attendance

Turn your administrative job into a career by joining the International Association of Administrative Professionals.



IAAP TriCity Chapter Meeting

Thursday, November 8, 2012

5:30 to 8:00 pm



NEW LOCATION!

**Massimo's Restaurant
5200 Mowry Avenue
Fremont, CA 94538**



Microsoft Office: Shortcuts, Tips and Tricks

Tim Owens

Are you tired of 'fighting' to get your Microsoft Word document to look the way you want? Do you struggle for hours to make things "look right"? Do you have a perfect Word document but you copy and paste into the document and it went weird on you? In this class you will learn tips and tricks to :

- (1) Make your Word documents look perfect – with ease, no stress, the first time.*
- (2) Create a chart with one keystroke using Excel and other simple tips.*
- (3) Master the creation of PowerPoint presentations quickly and easily, whether from scratch or a previously created presentation.*

If you spend hours of time frustrated in Word, Excel, or PowerPoint and want easy quick tips and tricks, this class is for you.

Tim Owens is a Corporate Certified Trainer since 1998. Tim is a former U.S. Marine, Microsoft Certified Trainer and attended the University of Southern California's Annenberg School of Communication. Tim's professional associations include: The American Society of Training & Development, The American Management Association and The Association of Professional Office Managers.

Tim Owens teaches in all 50 states and around the world. He teaches both Soft Skills (Time Management, Business Etiquette, Email Etiquette, etc.) and Microsoft Office (Word, Excel, Outlook, Access, and PowerPoint). His classes are fun and entertaining but most importantly Tim keeps the training on course and relevant.

Don't Forget Our New Meeting Location!

The TriCity Chapter Board of Directors is very pleased to announce that Massimo's Restaurant in Fremont has agreed to host its monthly chapter meetings. Members will be able to order directly from the menu and have separate checks. The cost to attend TriCity meetings is \$10, payable to the Chapter treasurer on the night of the meeting. Please note that cancellations must be received by noon on the day of the meeting to avoid payment.

To RSVP, please reply to Chris Lemar by **November 6** at chris.k.lemar@gmail.com.

Dear Mr. Owens,

On behalf of CPRS, I would like to thank you for agreeing to speak at this year's CPRS Region 5 Mini Conference. We are delighted to have you share your knowledge with our parks and recreation professionals as we continue to provide California communities with quality recreation programs, facilities, and services. This letter is to confirm the details of your presentation, as follows:

Presenters:	Tim Owens
Presentation Date:	Tuesday, February 1, 2011
Session Start Time:	11:10am-12:00pm
Length of Session:	50 minutes
Conference Location:	The Centre at Sycamore Plaza (Maps are Attached) 5000 Clark Avenue Lakewood, CA 90712
Check-in Location:	Oak Room
Session Location:	Council Chambers
Presentation Title:	"Microsoft Word, Excel, Outlook Tips Tricks and Shortcuts"
Presentation Needs:	Overhead projector/screen/microphone/adaptor to connect laptop to projector

Please schedule to arrive at least 30 minutes prior to your scheduled presentation. A continental breakfast will be served at 8:00am with lunch being served at 12:00pm.

Please confirm the accuracy of the information above by contacting Allison Lewis at alewis@yorba-linda.org. If you should have any questions, or would like to discuss your presentation further, please do not hesitate to contact Allison Lewis or Julie Roman at JRoman@ci.stanton.ca.us.



Vol. 78,
Issue No. 8
January 2013

HEARSAY

A Monthly Publication of the
San Francisco Legal Professionals Association

Each One Reach One





**SAN FRANCISCO LEGAL PROFESSIONALS ASSOCIATION
EDUCATIONAL SEMINAR**

Date: Wednesday, January 23, 2013
Time: 6:00 – 7:30 p.m.

Place: Altshuler Berzon LLP
177 Post Street, Suite 300
San Francisco, CA 94108

Speaker: Tim Owens, CEO
30secondtraining.com

Topic: Microsoft Office Shortcuts, Tips and Tricks

Cost: \$15.00

Are you tired of 'fighting' to get your Microsoft Word document to look the way you want? Do you struggle for hours to make things "look right"? Do you have a perfect Word document but you copy and paste into the document and it went weird on you? In this presentation you will learn use hands on exercises to learn:

- (1) 5 easy steps to make your Word document look perfect.
- (2) Create a chart in Excel using 1 keystroke
- (3) Easy tips for Mastering PowerPoint (quickly and easily)
- (4) Making Outlook easy, fun, and manageable.

If you spend hours of time frustrated in Word, Outlook, Excel, PowerPoint and want easy quick tips and tricks, this presentation is for you.



CCUG

P.O. Box 6522
Chico, CA 95927

www.ccug.org

December 6, 2010

Mr. Tim Owens
TimOwens.com
2629 Manhattan Ave., #293
Hermosa Beach, California 90254

Dear Tim:

I'm writing to thank you for the training presentations you did for the California CLETS Users Group in October and November. Not knowing you or your company I was hesitant to invite you to provide your Microsoft Word, Excel, Outlook and PowerPoint Tips and Tricks presentation. Based on the response from our members following the first presentation you did in Santa Barbara, I was eager to have you provide another demonstration at our Northern Chapter training meeting in Napa.

The California CLETS Users Group (CCUG), is a non-profit volunteer organization representing law enforcement agencies throughout California. Our members are comprised primarily of dispatchers, records personnel, and trainers, all of whom use various computer programs on a regular basis. Our goal is to provide valuable and relevant training to our members and your presentation proved to be both.

I very much appreciate that you traveled to both Santa Barbara and Napa (over 1000 miles total travel) and provided the training at no cost to our organization. Following both training sessions I heard from many in attendance that they wanted more and most were going to work on getting their departments to look into purchasing your product and/or having you do training at their locations.

Our members (me included) as well as the others in attendance at your presentations were, rightly so, very impressed. This, of course, is what has prompted us to invite you to speak at our annual statewide seminar in September. Hopefully you are able to accommodate us. Again, thank-you for your time and the invaluable training you provided us.

Sincerely,

Keith LeBrun, Executive Director
California CLETS Users Group
(562) 345-1022

Executive Director <i>Keith LeBrun</i>	Northern Chapter Director <i>Vickie Mootz</i>	Central Chapter Director <i>Susan Sanchez</i>	Southern Chapter Director <i>Marc Contreras</i>	Northern Chapter Assistant Director <i>Shontelle Detwiler</i>	Central Chapter Assistant Director <i>Henry Shishmanian</i>	Southern Chapter Assistant Director <i>Debbie Konstantakos</i>
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