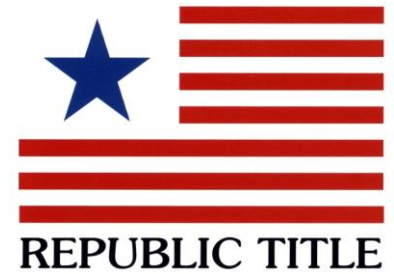
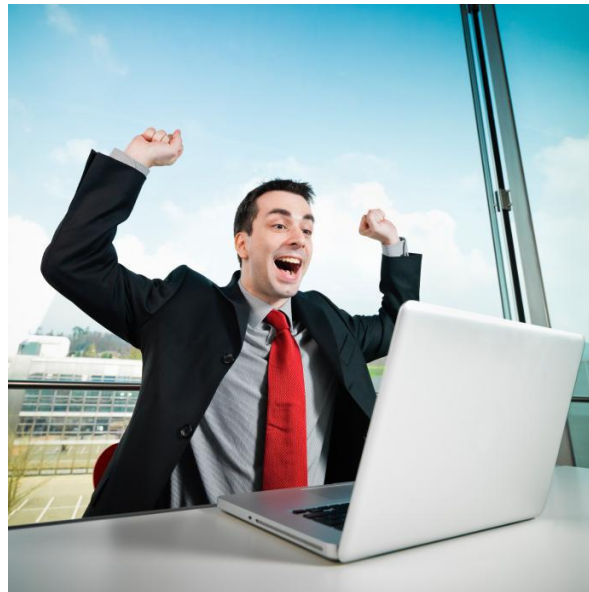




Microsoft 2007 Hands On Training



Word Nuts & Bolts (Course #03-00-021-7881) 3 Hours MCE – Learn to create high quality real estate correspondence with a basic to intermediate introduction to Microsoft Word. 9:30am-12:30pm
Dallas – September 17, 2010

Excel Nuts & Bolts (Course #03-00-021-7876) 3 Hours MCE – Learn the basic to intermediate features and functions of Microsoft Excel to begin working with spreadsheets. 9:30am-12:30pm
Dallas – October 1, 2010

Publisher Nuts & Bolts (Course #03-00-021-7879) 3 Hours MCE – Learn to create eye-catching, customized marketing materials with a basic to intermediate introduction to Microsoft Publisher. 9:30am-12:30pm
Dallas – November 5, 2010

PowerPoint Nuts & Bolts (Course #03-00-021-7878) 3 Hours MCE – Learn what it takes to create dynamic PowerPoint presentations in Microsoft PowerPoint. 9:30am-12:30pm
Dallas – December 3, 2010

***All Courses \$25.00**

MetroTex Dallas Office
8201 N. Stemmons Freeway
Dallas, Texas 75247

TREC MCE Provider – Republic Title, #0368

To register for classes online, go to www.DFWRealEstate.com, click on "Access E-services". Enter your license # and password. Then click on "Course Calendar and Registration", or you may call MetroTex's Professional Development Departments at 214.540.2751 (Dallas) or 817.796.5360 (Grapevine).