



# Microsoft 2007 Hands On Training

**Outlook Nuts & Bolts** (Course#03-00-021-7877) 3 Hours MCE – Learn the key components of Microsoft Outlook (email, contacts, calendar, tasks). 9:30am-12:30pm  
*Grapevine – January 22, 2010* *Dallas – July 16, 2010*

**Contacting Your Contacts** (Course #02-00-081-8373) 2 Hours MCE – Merge your contacts in Microsoft Outlook to produce label merges, letter merges and/or email merges. 10:00am-12:00pm  
*Grapevine - February 5, 2010* *Dallas – August 6, 2010*

**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  
*Grapevine – March 5, 2010* *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  
*Grapevine – April 9, 2010* *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  
*Grapevine – May 7, 2010* *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  
*Grapevine – June 4, 2010* *Dallas – December 3, 2010*

**\*All Courses \$25.00**  
**Locations**

**dfwREALTORS.com – MetroTex  
Dallas Office  
8201 N. Stemmons Freeway  
Dallas, Texas 75247**

**dfwREALTORS.com - MetroTex  
Grapevine Office  
1681 W. Northwest Hwy  
Grapevine, Texas 76051**

**TREC MCE Provider – Republic Title, #0368**

**To Register: Go to [www.dfwrealtors.com](http://www.dfwrealtors.com) Click on "MetroTex E-Services" login link, enter your license # and password, and click on "Course Calendar and Registration." Classes are in date order. Click on course title to register. Or you may call the dfwREALTORS.com - MetroTex Professional Department Dept at 214-540-2751 or 817-796-5360. dfwREALTORS.com - MetroTex cancellation policy: 100% refund only if cancellation is made 48 hours in advance. There will be NO transferring of funds from one class to another. You must arrive and attend by class start time or forfeit funds. No MCE credits will be given for late attendance. No exceptions! Minimum of 6 students per class required.**