



The MetroTex Association of REALTORS Presents

TECH U

Gain the technology knowledge you need...

FREE!

Windows Basics

3 Hours MCE TREC# 03-00-022-8881

Learn the basics of Microsoft Windows XP operating system. This class will teach you how to navigate through menus, use tab browsing, dialog boxes, organize files, create shortcuts, get instant help, and personalize your Windows XP. You will also learn how to go online using Windows Internet Explorer 7 to perform basic searches, and how to recognize and avoid websites that can be harmful to your computer. In addition, you will learn how to perform basic email functions such as creating and emailing with an attachment. You will learn how to perform routine maintenance to ensure your computer is running at top speed by using virus protection programs and Windows XP system tools, which includes how to backup your data.

Dates: October 27 - Garland (9:00AM-12:00PM)

Your Camera & MLS

3 Hours MCE TREC# 03-00-011-7667 All courses 9:00 AM-12:00 PM

Learn how to take photos that will stand out and capture attention whether it is a printed flyer or your listing in the MLS system. This course will explain what to look for when purchasing a digital camera, and how to operate digital cameras in general. You will learn how to transfer the pictures from your camera to your computer so that you can print them, enter them into the MLS, or email to a client. You will learn how to edit your photos using Microsoft Office Picture Manager, how to resize photos for email and MLS, and so much more.

Dates: December 8 - Richardson

Create a Template Website

3 Hours MCE TREC# 03-00-011-7663 All courses 9:00 AM-12:00 PM

Learn how to create a website utilizing a basic template, and then personalize the website as little or as much as you want by choosing from a variety of layouts, adding your branding information and logo, and selecting your colors. Learn the ABCs of selecting and purchasing a domain name and various ways to optimize traffic to your website. You will learn how to display MLS listings on your website so that you comply with your local MLS rules and regulations. You will learn how, at your discretion, to submit and control the marketing and exposure of your listings on other syndicated websites, such as Yahoo Real Estate, Trulia, Craigslist, and many more. Last, but not least, you will learn the newest way to market properties by creating a Single Property Website!

Dates: September - 9 Duncanville

Online Marketing Solutions

3 Hours MCE TREC# 03-00-120-7555 All courses 9:00 AM-12:00 PM

Learn how to leverage online technology to increase productivity, research & reserve a domain name, arrange hosting, utilize e-mail as an effective marketing tool, brand e-mail & web presence, explore netiquette & pitfalls of online communication, reduce the instances of e-mail spread viruses, project a successful online image & more!

Dates: September - 23 Grapevine November - 4 Dallas

Create Interactive Client Connections Using Internet Technology

3 Hours MCE TREC# 03-00-120-7575 All courses 9:00 AM-12:00 PM

Create interactive client connections using evolving internet technology. Video is the new 'Photo'. Learn how to economically create, publish and share powerful video of your business, your markets and your communities. Explore the benefits of joining and more importantly contributing in online communities; discover which sites are worth your time. Texting isn't just for teenagers, ensure you're fully utilizing this rapidly growing communication

Dates: October - 12 Lewisville November - 18 Grapevine December - 17 Duncanville

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 the Professional Development Departments at 214.540.2751 (Dallas) or 817.796.5360 (Grapevine). 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!

