

Society of Editors (NSW) Inc.
Professional Development Workshop

Word 2002/2003 Advanced Features

Presented by TP3 www.TP3.com.au

Friday 23 July 2010, 8.45 a.m. to 4.45 p.m.

Bookings now open

Venue: TP3, Level 21, 580 George Street, Sydney

Cost: \$250 for Society members, \$300 for non members
(includes lunch, and morning and afternoon tea)

This 1-day course demonstrates the power of Word, showing you how to customise Word for your work environment as you create your own toolbars and buttons; automate everyday routines by creating macros and inserting fields in templates and mail merge documents; and collaborate with co-workers by distributing documents that can be marked up with comments

A workbook of detailed notes (Mac & PC) is supplied and everyone will have their own workstation (PC only). This course includes an associated eLearning course, containing similar content to the course delivered in the classroom. After completing the course, you will now be able to refresh your knowledge by logging on to the relevant eLearning course. There is also post-course telephone support whenever you require it.

As this workshop is run with an external supplier, no regional discounts are available.

I'd like to attend the **Word 2002/2003 Advanced Features** workshop

Name: _____ Company: _____

Email address (for a reminder): _____

Mail address (for your receipt): _____

Phone: (W) _____ (H) _____

Use our direct deposit.

Account name: Society of Editors (NSW). BSB: 062 172. Account no.: 00905083.

Please send an email to <treasurer@editorsnsw.com> and <membership@editorsnsw.com> so we know what the deposit is for and can register you for the correct workshop (include address for receipt and dietary needs).

Cheque/money order enclosed for \$ _____

Please charge \$ _____ to my credit card MasterCard Visa

Credit card number: _____

Expiry date _____

Name on credit card: _____

Cardholder's signature: _____

Any special dietary requirements? _____

For credit card bookings, you may **phone** the society's treasurer,
Hillary Goldsmith, on 02 9752 0753 (9 a.m. to 4 p.m.) or 02 9388 8062 (7 p.m. to 9 p.m.).
Please return to Society of Editors (NSW), PO Box 254, Broadway NSW 2007,
by **Monday 5 July 2010**. Late bookings cannot be accepted.