

Learning is all about you and your skillset and knowledge needs. Whether you need to enhance your Microsoft's Excel skills (and don't we all) or supervisory knowledge, I have a wide variety of subjects from which to choose. I offer several at no fee downloads of manuals and training videos on my website at [www.gregcreech.biz](http://www.gregcreech.biz) or [www.gregcreech.com](http://www.gregcreech.com). You may register for upcoming webinars and onsite classes at my websites. While I schedule webinars and onsite classes for the public and my contacts, I will be glad to come to your location for an onsite class or develop a webinar for your team. Here are some of my offerings and course series:

### **Technology:**

- ✓ Excelling @ Excel with Microsoft®'s Excel,
- ✓ PowerPoint® Pizzazz: Creating Powerful Presentations with Microsoft® PowerPoint®,
- ✓ How to Win in Microsoft® Office® 2010 (and 2013),
- ✓ Time and Contact Management using Microsoft's Outlook®,
- ✓ Windows 7® and 8.1®,
- ✓ Mac Mavericks® OS and Office® 2011 for the Mac,
- ✓ iPad Means Business,
- ✓ APptitude—Business apps for tablets and smart devices.

### **Soft Skills:**

- ✓ Presentation Power! Presentation Skills,
- ✓ Customer Service Excellence,
- ✓ The Millennium Manager: Managing and Supervising in the Information Age,
- ✓ University of Diversity.

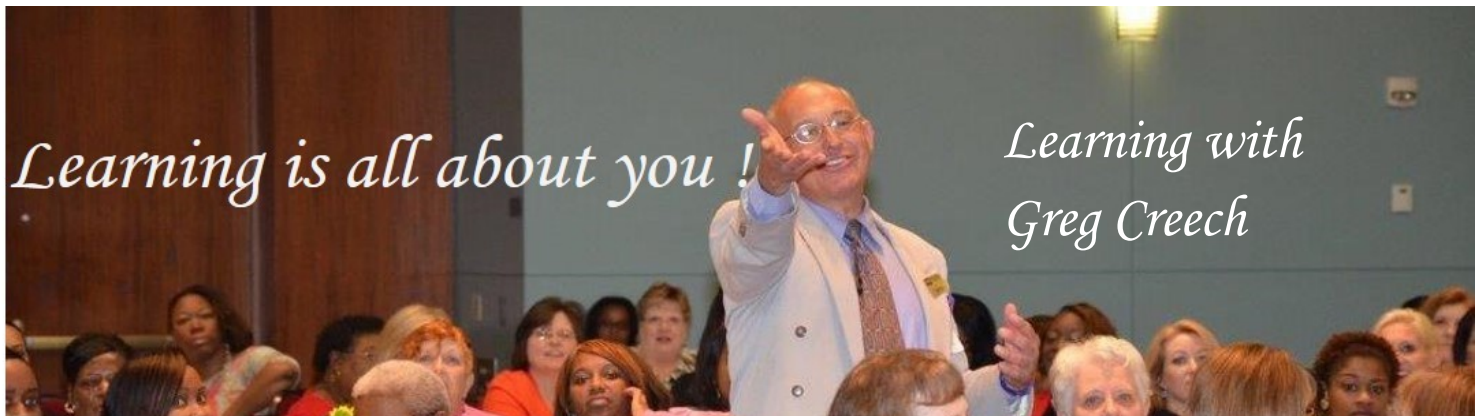
### **Keynotes and General Sessions Presentations:**

- ✓ The Career PAL—Patience, Aptitude, and Laughter in your career,
- ✓ SMILE: Managing stress through humor, motivation, and inspiration,
- ✓ Technology and Administrative Musical Comedy Shows.



Formal Training is  
back in style! (And  
not so formal , too.)

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**Onsite Classes at First Metropolitan Community Church, 3179 Tullie Rd, NE, Atlanta, GA 30328 to register and for more information visit [gregcreech.biz](http://gregcreech.biz) or [gregcreech.com](http://gregcreech.com). Phone - 404-299-1706.**

Date	Time	Course
Saturday, October 18, 2014	9:00—4:00	Boot/High Heel Camp—Windows and Office

**Webinars—Register at [www.gregcreech.com](http://www.gregcreech.com) or [www.gregcreech.biz](http://www.gregcreech.biz)**

Date	Time	Course
Wednesday, August 20, 2014	11:00 - 12:30	Excel: Data Analysis
Wednesday, August 20, 2014	3:00 - 4:30	Winning Documents with Microsoft's Word
Monday, August 25, 2014	11:00 - 12:30	Time and Contact Management using Outlook
Monday, August 25, 2014	2:00 - 3:30	The Millennium Manager: Managing and Supervising in the Digital Age
Tuesday, September 16, 2014	11:00 - 12:30	Excel: The FUNdamentals
Tuesday, September 16, 2014	3:00 - 4:30	Access the Possibilities Part 1: Intro to Relational Databases
Tuesday, September 23, 2014	11:00 - 12:30	Excel: The 5Fs: Format, Fill, Formulas, Functions, Filters/Sorts
Tuesday, September 23, 2014	3:00 - 4:30	Access the Possibilities Part 2: Tables and Relationships
Wednesday, October 8, 2014	11:00-12:30	Excel: Data Analysis
Wednesday, October 8, 2014	3:00—4:30	Access the Possibilities Part 3: Queries
Tuesday, October 21, 2014	11:00—12:30	Excel: Formulas and Functions
Tuesday, October 21, 2014	3:00-4:30	Access the Possibilities Part 4: Forms
Tuesday, November 4, 2014	11:00—12:30	PowerPoint Pizzazz: Part 1
Tuesday, November 4, 2014	3:00—4:30	Access the Possibilities Part 5: Reports
Monday, November 17, 2014	11:00—12:30	PowerPoint Pizzazz: Part 2
Monday, November 17, 2014	3:00—4:30	Access the Possibilities Part 6: Database Magic
Tuesday, December 9, 2014	11:00-12:30	Office 2010/2013: How to Win in Office 2010 (and 2013)
Tuesday, December 9, 2014	3:00-4:30	Windows 8.1 - Desktop, Laptop, Tablet, etc.