

ALL NEW! IT Workshops

Hosted By

Records Management Solutions Inc.

Door Prizes All Three Days

Workshop Schedule

Part I – Document/Records Management Class

Day 1

- 8:30 A.M. Registration and Refreshments
- 9:00 A.M. Welcome / Introductions and prepare your own project
- 9:15 A.M. SuperFileIt! - Power Point Presentation
- 10:15 A.M. Morning Break
- 10:30 A.M. SuperFileIt! Project Development
- 11:45 A.M. Lunch Break
- 1:15 P.M. RMS PRO Standard – Presentation
- 2:15 P.M. Break
- 2:30 P.M. Project Development Continue
- 3:30 P.M. ROI spreadsheet cost to maintain paper documents
- 4:30 P.M. Questions / Wrap Up

Day 2 (Morning)

- 8:30 A.M. Refreshments/ Welcome
- 9:00 A.M. Project Development Continued
- 9:30 A.M. Scanner Maintenance \Cleaning for extended life
- 10:15 A.M. Morning Break
- 10:30 A.M. Questions / Wrap Up – Part I / Distribute Certificates
- 11:45 A.M. Lunch Break

Part II – Microsoft Office and Technology Solutions Class

Day 2 (Afternoon)

- 1:00 P.M. Carbonite Cloud Storage, Discuss the benefits of cloud storage
- 1:30 P.M. Working with Microsoft Word, \ Excel (Power Point) - Hands On
- 4:30 P.M. Questions / Wrap Up

Day 3

- 8:30 A.M. Refreshments / Welcome
- 9:00 A.M. Excel (Cuff Accounts) - Hands On
- 10:00 A.M. Morning Break
- 10:30 A.M. Project Development Review and Completion – Hands On
- 11:00A.M. Lunch Break
- 1:00 P.M. Project Development Review and Completion – Hands On
- 2:00 P.M. Project Development Review and Completion – Hands On
- 3:00 P.M. Afternoon Break
- 3:45P.M. Questions / Wrap Up / Distribute Certificates