Records Management Solutions, Inc.

SuperFileIT and Microsoft Office Work Shop

Training Agenda

# **Bismarck Hotel – Bismarck, North Dakota**

# **April 21st – 22nd, 2016**

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| Thursday, April 21st, 2016 |
| 8:30am – 9:00am | Registration and Refreshments |
| 9:00am – 9:15am | Welcome/Introductions |
| 9:15am – 9:45am | SuperFileIt – Documents |
| 9:45am – 10:15am | SuperFileIt – Inserting Documents |
| 10:15am – 10:30am | Morning Break |
| 10:30am – 11:45am | SuperFileIt – Importing Pictures |
| 11:45am – 1:15pm | Lunch Break |
| 1:15pm – 2:15pm | SuperFileIt – Adding Stamps |
| 2:15pm – 2:30pm | Afternoon Break |
| 2:30pm – 3:00pm | SuperFileIt – Custom Scanning to an Existing Folder |
| 3:00pm – 3:30pm | Preview of the new RMS Pro upgrade |
| 3:30pm – 4:30pm | SuperFileIt – Emailing Documents |
| 4:30pm | Q/A and Wrap Up |

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| Friday, April 22nd , 2016 |
| 8:30am – 9:00am | Refreshments |
| 9:00am – 10:15am | Introduction to Excel |
| 10:15am – 10:30am | Morning Break |
| 10:30am – 11:45am | Excel – Cuff Accounts |
| 11:45am – 1:15pm | Lunch Break |
| 1:15pm – 2:15pm | SuperFileIt – Rotating Pages |
| 2:15pm – 2:30pm | Afternoon Break |
| 2:30pm – 3:00pm | SuperFileIt – Adding Stick Notes |
| 3:00pm – 3:30pm | Introduction to Word |
| 3:30pm – 4:30pm | Word – Advanced Topics |
| 4:30pm | Q/A and Wrap Up |

There are scheduled breaks between training sessions.

RMS,Inc. reserves the right to make unannounced changes to the agenda based on unforeseen circumstances.

This schedule may change based on your needs.