

From: Brynn Biddle

Subject: FW: Free Microsoft Office Workshops & Meeting Space for Nonprofits

Hi Stacy,

Just passing along the info I am sending to the interested groups from last week's breakfast. Please pass this along to any interested groups. Thanks for allowing me to attend the breakfasts to connect with so many great local organizations!

-Brynn

From: Brynn Biddle

Sent: Monday, February 24, 2014 8:42 AM

Subject: Free Microsoft Office Workshops & Meeting Space for Nonprofits

Theater Details

Our theater (the space in the back of the store) is a free resource for community groups to use. We have hosted networking events, promotional days, volunteer trainings and more.

- Features a 103" TV with USB plug-ins and internet connection for presentations
- Your event can be publically advertised if you choose on www.microsoftstore.com/austin.
- Has mic equipment if the speaker would like to use it
- Comfortably seats 20 but can accommodate many more if folks are willing to stand
 - If attendees need a tabletop to put a computer then 12 is a good number to max out.
- 10 touch-screen PC's are available for use during your event so that attendees can follow along with the presentation being shown on the 103" TV.
 - Attendees are also welcome to explore websites after the event on our 30+ display PC's.
- Food and drinks are not only welcome but encouraged. The store has all hard wood floors and the theater is set back from the computers so accidental spills are not an issue.

- The Store is open during traditional retail hours (10:00a-9:00p Mon.-Sat. and 12:00-6:00p Sunday) but we are glad to open early to accommodate morning networking events.
 - Morning breakfast events seem to be really successful here because parking is easy, the Store is closed so it's a more private event, coffee is cost effective to provide and professionals like being able to come before work.



Calling all nonprofit professionals – could your team increase productivity by learning to be more efficient on the Microsoft Office products they use most? Schedule a private workshop at the Microsoft Store in The Domain for your basic/beginner users nearly any weekday morning from 9:00a-1:00p to learn Outlook, Excel, PowerPoint and powerful shortcuts/tips & tricks. Participating organizations must bring 5-15 staff members; if you're a small shop, partner up with another organization. PC's will be provided for attendees to follow along. All workshops will be taught on Office 2013 which many nonprofits can upgrade to through a generous [donation program](#). For more details and to reserve a weekday morning please email Brynn.Biddle@microsoft.com.

- Weekdays from 9:00a-1:00p
- @ the Microsoft Store in The Domain
- Must bring 5-15 staffers currently struggling with the Office suite (these are beginner/intermediate level courses)
- Email Brynn.Biddle@Microsoft.com for more details and to reserve a date

What Will Be Covered:

Windows & Office Tips & Tricks

Learn how to utilize short cut keys and tips such as the snipping tool and pin to task bar functions to increase productivity. All attendees will be given a "cheat sheet" to take home for future reference.

Excel 2013: Tables & Formulas

This workshop will help attendees learn how to manage data, work with tables and perform calculations in Excel. Attendees will first learn the basics in creating, defining and formatting tables. They will then learn how to use time saving tools such as Recommended Charts which helps display data in a variety of visual formats. Finally, attendees will learn how to create and troubleshoot formulas that can be used to calculate data within a workbook.

Outlook 2013: Manage Your Email & Contacts

This workshop will help attendees better utilize Outlook, a one-stop information management system that organizes your email, calendars, contacts, tasks and to-do lists all in one place. Attendees will learn to be more productive by customizing views, managing email by sorting into folders, using conversations, and blocking disruptive senders. Lastly, attendees will learn to better collaborate by sharing calendars, indicating the importance of emails and more.

PowerPoint 2013: Fundamentals

This course will cover the basics of presentation design, adding and aligning shapes, creating new shapes and adding pizzazz to presentations with animations and slide transitions. Learn great new options for presenting and sharing online.

Thanks,

Brynn Biddle | Community Development Specialist | Austin, TX | store 512.582.6500 |

[brynn.biddle at microsoft.com](mailto:brynn.biddle@microsoft.com) | www.MicrosoftStore.com/Austin

