

JUNE & JULY TRAINING AND PRESENTATION SCHEDULE

CLASS EVENT	FEE	INSTRUCTOR	DATES & TIMES			
Social Media User Group Meeting	FREE	BANDED TOGETHER GROUP	6.22.2010 5:30 p-7:30 p	7.20.2010 5:30 p-7:30 p		
Social Media For Business	\$10	SHANE SCHULTE APPETIZERS & BEVERAGES INCLUDED	6.7.2010 5:30-7 p			
Excel 2007	\$100	KIM BALK SMALL BUSINESS TECHNOLOGY SERVICES	6.10.2010 5-8 p	6.22.2010 9-12 a	7.16.2010 9-12 a	
Facebook (hands-on)	\$25	KAREY BADER, BLIZZARD COMMUNICAITONS LUNCH PROVIDED 4/22 & 5/5 – APPETIZERS & BEVERAGES INCLUDED 5/27	6.10.2010 12-1:30 p	7.14.2010 12 – 1:30 p	7.21.2010 5:30-7 p	
Outlook 2003 2007	\$75	KIM BALK SMALL BUSINESS TECHNOLOGY SERVICES	6.11.2010 1-3 p	7.16.2010 1-3 p		
PowerPoint 2007	\$75	KIM BALK SMALL BUSINESS TECHNOLOGY SERVICES	6.25.2010 1-3 p	7.23.2010 9-11 a		
QuickBooks	\$100	TARA RAYMOND MCGOWEN HURST CLARK & SMITH PC – DINNER INCLUDED	6.3.2010 4-8 p			
WordPress for Beginners	\$10	SHANE SCHULTE APPETIZERS & BEVERAGES INCLUDED	6.21.2010 5:30 – 7:30 p			
Trial Director	\$100	KIM BALK SMALL BUSINESS TECHNOLOGY SERVICES	6.16.2010 9-12 p			
Word 2007	\$100	KIM BALK SMALL BUSINESS TECHNOLOGY SERVICES	6.9.2010 1-4 p	6.24.2010 5-8 p	7.22.2010 5-8 p	6.23.2010 1-4 p
Photoshop for Beginners	\$20	BETH VAN ZEE, TOWN CRIER, LTD APPETIZERS & BEVERAGES INCLUDED	6.17.2010 5:30 – 7 p			
Retirement Plans for Small Businesses	\$10	KENDRA ERKAMAA, TRIANGLE FINANCIAL SERV., INC. BEVERAGES & LIGHT FOOD	7.14.2010 9:30 – 11 a	7.15.2010 5:30 – 7 p		

Class Seating is Limited!
Sign-Up Today!

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2010			
January S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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JUNE | JULY 2010 TRAINING AND PRESENTATION DESCRIPTIONS

<p>Social Media User Group Meeting</p> <p>Topics Covered:</p> <p>Learn from users attending this meeting on how to set-up FaceBook, LinkedIn, Twitter, HootSuite accounts or if you have accounts set-up already learn more about them. Learn how to blog. Get ideas from other users how they are using Social Media personally and for their business. Free will donation to cover food and drinks.</p>	Presenter: Banded Together Group
	Fee: FREE
	Dates Times: 6.22 5:30 - 7:30 p 7.20 5:30 - 7:30 p
<p>Social Media for Business</p> <p>Topics Covered:</p> <p>The internet has evolved from a collection of static information into a network of active communities. Learn how to leverage social media to promote your business and services, build professional relationships, and improve your ranking in search engines.</p>	Presenter: Shane Schulte
	Fee: \$10
	Dates Times: 6.7 5:30 - 7 p **Appetizers & beverages included

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<p>Excel 2007</p> <p>Topics Covered: How to make workbooks Naming tabs and organizing data in workbooks and worksheets File formats in Excel 2007 Converting Excel spreadsheets in to different formats Making charts Mail Merge to Word and Outlook Sorting information and transposing row columns Importing tables and charts in to Word and PowerPoint Linking Sheets Freezing panes and splitting panes Creating formulas (including using auto fill) and function wizard Compare worksheets side by side Tips and tricks</p>	<p>Presenter: Kim Balk</p>
	<p>Small Business Technology Services</p>
	<p>Fee: \$100</p> <p>Dates Times: 6.10 5-8 p 6.22 9-12 p 7.16 9-12 p</p>
<p>Facebook (hands-on)</p> <p><i>Arguably the fastest growing social network platform as everyone from teens to senior citizens are signing up. Is this a good forum for your business contacts? YES!....if you set it up correctly.</i></p> <p>Topics Covered: Establishing an account Extremely important privacy settings! Separating personal from business Posting information and photos</p>	<p>Presenter: Karey Bader Blizzard Communications</p>
	<p>Fee: \$25 and includes food & beverage</p>
	<p>Dates Times: 6.10 12 - 1:30 p 7.14 12 - 1:30 p 7.21 5:30-7 p</p> <p>**Lunch provided 6/10 & 7/14 **Appetizers & beverages included on 7/21</p>

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<p>Outlook 2003 2007</p> <p>Topics Covered: Creating Storage folders Exchange: using the delegate feature; using public folders; viewing multiple calendars Voting buttons Planning a meeting Setting up auto signature Using the Out of Office assistant Favorite folders: How to maintain it Calendar: setting options; using it; change the date quickly; automate; scheduling a recurring appointment; planning a meeting; dragging items from Inbox to Calendar to create an appointment Contacts: Viewing the contact list; sending messages while in contacts; scheduling a meeting with a contact; assigning tasks to contacts; find a contact using the find type in box; merging contacts in to a Word Document Creating a distribution list E-Mail: general options; delivery options; using message flags; sending a BCC mail; viewing sent items and changing defaults Task & Webmail</p>	Presenter: Kim Balk Small Business Technology Services
	Fee: \$75
	Dates Times: 6.11 1-3 p 7.16 1-3 p

<p>PowerPoint 2007</p> <p>Topics Covered: What's new? Create and save custom layouts, insert folders; group pictures; add captions Slideshows: create one; make it loop; create a background for your show Add transitions Custom animations Inserting and cropping pictures Create an organization chart Make a bulleted list Print a master handout sheet for your audience</p>	Presenter: Kim Balk Small Business Technology Services
	Fee: \$75
	Dates Times: 6.25 1-3 p 7.23 9-11 a

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<p>QuickBooks</p> <p>Topics Covered:</p> <p>If you are like most business owners, you have invested your time, money and energy into the growth of your business. You are committed to success. But with this commitment comes a high level of expectations you have for the people and systems you rely upon.</p> <p>Whether you are starting a new business, replacing your existing accounting system or currently using QuickBooks, we understand your concerns, and offer the services to help you utilize your software in a cost-effective and time-efficient manner.</p> <p>Our QuickBooks training program will empower you to make use of the financial and business management capabilities of the QuickBooks software. Together this combination enables you to increase productivity and efficiency in the management of your business finances.</p>	<p>Presenter: Tara Raymond McGowen Hurst Clark & Smith PC</p>
	<p>Fee: \$100</p>
	<p>Dates Times: 6.3 4-8p</p> <p style="text-align: right;">**Dinner included</p>

<p>Word Press for Beginners</p> <p>Topics Covered:</p> <p>Learn to create and manage your own site using one of the most flexible and robust tools available. From choosing a hosting provider to adding video to your web site, you'll walk out ready to take your business to the web.</p>	<p>Presenter: Shane Schulte</p>
	<p>Fee: \$10</p>
	<p>Dates Times: 6.21 5:30 - 7:30 p</p> <p style="text-align: right;">**Appetizers & beverages included</p>

JUNE | JULY 2010 TRAINING AND PRESENTATION DESCRIPTIONS

Trial Director Topics Covered: Getting your case ready for trial, create your case in Trial Director, importing transcripts, and video depositions, to do's and don'ts of bates labeling your documents for your electronic trial, making tiff and pdf files, creating video clips, what's a good scanner, organizing your electronic documents, creating witness folders, tips and tricks for trial.	Presenter: Kim Balk Small Business Technology Services
	Fee: \$100
	Dates Times: 6.16 9-12 p
Word 2007 Topics Covered: Microsoft Office buttons; replaces file menu Quick access toolbar Keyboard shortcuts Password protect a document Tabs: home, insert & page layout replaces menu Ribbons: replaces toolbar buttons Autotext - where did it go? New file extensions in Office 2007 Track changes and document comparison Styles - grouped in to sets Digital signatures Changing word options Headers footers and setting up page number Setting default fonts Open documents in a different format Downloading the converter for previous versions Tables & columns Section breaks, page breaks and single line breaks	Presenter: Kim Balk Small Business Technology Services
	Fee: \$100
	Dates Times: 6.9 1-4 p 6.24 5-8 p 7.22 5-8 p 7.23 1-4 p

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<p>Photoshop for Beginners</p> <p style="text-align: center;"><i>Learn the basics of PS Element.</i></p> <p>Topics Covered: Remove redevye Remove shadows from pictures Learn to upload to various programs to create photobook memories Edit photos: make smiles brighter; bodies look thinner...and faces look younger!</p>	<p>Presenter: Beth Van Zee Town Crier, LTD</p>
	<p>Fee: \$20</p>
	<p>Dates Times: 6.17 5:30-7 p ***Appetizers and beverages included</p>

<p>Retirement Plans for Small Businesses</p> <p>Topics Covered: You and your business can benefit from participating in a retirement plan. Learn about the different options for retirement plans, how to take advantage of tax benefits, what rules and regulations to follow, how retirement savings can add value, and much more.</p>	<p>Presenter: Kendra Erkamaa Triangle Financial Services, Inc.</p>
	<p>Fee: \$10</p>
	<p>Dates Times: 7.14 9:30 -11 a 7.15 5:30 -7 p **Beverages and Light Food</p>

REGISTRATION FORM

PLEASE FILL OUT ONE FORM PER PERSON

Name: _____

Telephone: _____

E-mail: _____

Class(es)	Date:	Time:	Cost:
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Total Cost: _____

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Type of Credit Card: _____

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3 – digit code on back of card: _____

Return form to:

Legal Technology Services

1906 Ingersoll Avenue, Suite 8

Des Moines, IA 50309

Any questions please call: 515-276-9889 or our Fax: 515-276-6177

All classes are limited on seating due to the hands on nature of most classes.