

# JULY & AUGUST TRAINING AND PRESENTATION SCHEDULE

CLASS   EVENT	FEE	INSTRUCTOR	DATES & TIMES			
Social Media User Group Meeting	FREE	BANDED TOGETHER GROUP	7.20.2010 5:30 p-7:30 p	8.26.2010 5:30 p-7:30 p		
Social Media For Business	\$10	SHANE SCHULTE APPETIZERS & BEVERAGES INCLUDED	8.10.2010 5:30-7 p			
Excel 2007	\$100	KIM BALK LEGAL TECHNOLOGY SERVICES, INC.	7.16.2010 9-12 p	8.13.2010 9-12 p	8.20.2010 9-12 p	
Facebook (hands-on) Beginners Class	\$25	KAREY BADER, BLIZZARD COMMUNICAITONS LUNCH PROVIDED 7/14 & 8/11 – APPETIZERS & BEVERAGES INCLUDED 7/21	7.14.2010 12-1:30 p	7.21.2010 5:30 - 7 p	8.11.2010 12-1:30 p	
Facebook (hands-on) Advanced Class	\$25	KAREY BADER, BLIZZARD COMMUNICAITONS – APPETIZERS & BEVERAGES INCLUDED 8/19	8.19.2010 5:30-7 p			
Outlook 2003   2007	\$75	KIM BALK LEGAL TECHNOLOGY SERVICES, INC.	7.16.2010 1-3 p	8.25.2010 1-3 p		
PowerPoint 2007	\$75	KIM BALK LEGAL TECHNOLOGY SERVICES, INC.	7.23.2010 9-11 a	8.20.2010 1-3 p		
QuickBooks	\$100	TARA RAYMOND MCGOWEN HURST CLARK & SMITH PC – DINNER INCLUDED	8.12.2010 4-8 p			
WordPress for Beginners	\$10	SHANE SCHULTE APPETIZERS & BEVERAGES INCLUDED	8.24.2010 5:30 – 7:30 p			
Word 2007	\$100	KIM BALK LEGAL TECHNOLOGY SERVICES, INC.	7.22.2010 5-8 p	7.23.2010 1-4 p	8.10.2010 1-4 p	8.19.2010 9-12 p

2010			
<b>January</b> 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	<b>February</b> 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	<b>March</b> 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	<b>April</b> 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
<b>May</b> 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	<b>June</b> 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	<b>July</b> 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	<b>August</b> 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
<b>September</b> 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	<b>October</b> 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	<b>November</b> 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	<b>December</b> 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

**Class Seating is Limited!**  
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## JULY | AUGUST 2010 TRAINING AND PRESENTATION DESCRIPTIONS

<p><b>Social Media User Group Meeting</b></p> <p><b>Topics Covered:</b></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: 7.20   5:30 - 7:30 p 8.26   5:30 - 7:30 p
<p><b>Social Media for Business</b></p> <p><b>Topics Covered:</b></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: 8.10   5:30 - 7 p **Appetizers & beverages included

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<p><b>Excel 2007</b></p> <p><b>Topics Covered:</b>                  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>	Presenter: Kim Balk
	Legal Technology Services, Inc.
	Fee: \$100
	Dates   Times: 7.16   9-12 p 8.13   9-12 p 8.20   9-12 p
<p><b>Facebook (hands-on) - Beginners Class</b></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><b>Topics Covered:</b>                  Establishing an account                  Extremely important privacy settings!                  Posting information and photos</p>	Presenter: Karey Bader Blizzard Communications
	Fee: \$25 and includes food & beverage
	Dates   Times: 7.14   12 - 1:30 p 7.21   5:30 - 7 p 8.11   12-1:30 p
	**Lunch provided 7/14 & 8/11 **Appetizers & beverages included on 7/21

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<b>Facebook (hands-on) - Advanced Class</b>  <b>Topics Covered:</b> Business Applications including a fan page Combine Facebook with other Social Media Accounts Hootsuite and Facebook	Presenter: <span style="float: right;">Karey Bader Blizzard Communications</span>
	Fee: <span style="float: right;">\$25 and includes food &amp; beverage</span>
	Dates   Times: <span style="float: right;">8.19   5:30- 7 p **Appetizers &amp; beverages included on 8/19</span>
<b>Outlook 2003   2007</b>  <b>Topics Covered:</b> 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	Presenter: <span style="float: right;">Kim Balk Legal Technology Services, Inc.</span>
Fee: <span style="float: right;">\$75</span>	
Dates   Times: <span style="float: right;">7.16   1-3 p 8.25   1-3 p</span>	

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<p><b>PowerPoint 2007</b></p> <p><b>Topics Covered:</b>                      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>	<p>Presenter: <span style="float: right;">Kim Balk</span>  <span style="float: right;">Legal Technology Services, Inc.</span></p>
	<p>Fee: <span style="float: right;">\$75</span></p>
	<p>Dates   Times: <span style="float: right;">7.23   9-11 a</span>  <span style="float: right;">8.20   1-3 p</span></p>
<p><b>QuickBooks</b></p> <p><b>Topics Covered:</b>                      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.                      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.                      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: <span style="float: right;">Tara Raymond</span>  <span style="float: right;">McGowen Hurst Clark &amp; Smith PC</span></p>
	<p>Fee: <span style="float: right;">\$100</span></p>
	<p>Dates   Times: <span style="float: right;">8.12   4-8p</span></p> <p style="text-align: right;">**Dinner included</p>

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<p><b>Word Press for Beginners</b></p> <p><b>Topics Covered:</b> 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> <hr/> <p>Fee: \$10</p> <hr/> <p>Dates   Times: 8.24   5:30 - 7:30 p **Appetizers &amp; beverages included</p>
<p><b>Word 2007</b></p> <p><b>Topics Covered:</b> Microsoft Office buttons; replaces file menu Quick access toolbar Keyboard shortcuts Password protect a document Tabs: home, insert &amp; 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 &amp; columns Section breaks, page breaks and single line breaks</p>	<p>Presenter: Kim Balk Legal Technology Services, Inc.</p> <hr/> <p>Fee: \$100</p> <hr/> <p>Dates   Times: 7.22   5-8 p 7.23   1-4 p 8.10   1-4 p 8.19   9-12 p</p>

**REGISTRATION FORM**

**PLEASE FILL OUT ONE FORM PER PERSON**

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

<b>Class(es)</b>	<b>Date:</b>	<b>Time:</b>	<b>Cost:</b>
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**Total Cost:** \_\_\_\_\_

**Make checks out to: Legal Technology Services**

**\*\*\*We do accept Mastercard, Visa, American Express, and Discover**

**Name on Credit Card:** \_\_\_\_\_

**Type of Credit Card:** \_\_\_\_\_

**Credit card #:** \_\_\_\_\_

**Exp. Date:** \_\_\_\_\_

**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.**