

MS Office Specialist

My experience in the workplace as well as being a business owner can produce tremendous results on your Word Projects.

Have you ever requested a person with knowledge of Word from a temporary agency? They arrive and even though they have been screened for a working knowledge of Word, they do not have the skills needed to complete the project.

Document Conversion

Understanding Section Breaks are critical when you are converting a document from WordPerfect to Word. Here are some issues you may encounter during the conversion.

Fonts are not sustained
Page Breaks convert to Continuous
Section Breaks
Comments convert to Hidden Text

Document Creation

A new document is based on a template in Word. You can create forms by using templates and then password protect the form so that no one can change it.

When you find yourself typing the same repetitious text over and over, you can create AutoText Entries to save you time.

Expert MS PowerPoint, Access and Excel are also available through our experienced staff.

Project Leader

We had five employees working on the Document Conversion Project with The Nuclear Management Company. This project consisted of converting 100,000 pages of Nuclear Procedures. Our deadline for this project was one year and we completed it in eight months. My responsibility as Project Leader included:

- Training employees
- Answering and researching questions from the team
- Scanning thousands of diagrams that would not convert
- Proofing the Nuclear Procedures to maintain excellence and quality
- Accumulating the completed procedures as the project progressed and sending the electronic copy and hard copy print out to The Nuclear Management Company.



Client Services

Pay just for what you need – and get just what you need without having to hire, train and develop an employee only to have them leave when they just start to be productive.

I work on a short term or a long term part-time agreement. You will not have overhead and benefit packages to pay when your work needs change.

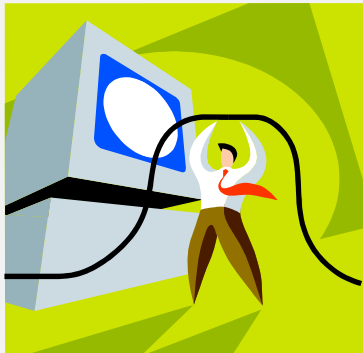
Rates

Hourly Rate - \$60.00 an hour
Daily Rate (7 hours) - \$375.00/day
Half day (4 hours) - \$200.00
Weekly (5 days @ 7 hrs) - \$1,800.00 a week.

Software Training

I have over 15 years experience as an Office System Instructor. I have designed and customized training programs to meet client requirements.

Call (517) 784-0637



Pay just for what you need and get just what you need! You will not have to hire, train and develop an employee only to have them leave when they start to be productive.

I will meet with you personally, by phone or email to provide a quote for your project at no cost.



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**Microsoft Office -
Hire an Expert!**

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