



**MRS CPD PROGRAMME
ACCREDITING ASSOCIATIONS & PARTNERS**

Please complete the details below and return to jennifer.sproul@mrs.org.uk

ICG Tuesday 29th September 2014- Webinar- "Microsoft Office....for Indies!"

Event/Training/ Seminar/Publication Title	Description e.g. Course Title, Trainer and Delivery Mode	Learning Based Outcomes (if applicable)	Length of event/cour se (if applicable)	MRS CPD Hours Accredited By MRS	Membership Benchmark Standards	MRS Professional Development Framework
<p>ICG Webinar- most of the members invest a lot of time using MS Office, whether it's for:</p> <p>Mail shots Presentations Analysis Documents and proposals Data base analysis.</p>	<p>It's something we all use, but are we using it in the most efficient way? Do you have any specific queries that you would like to raise with our Microsoft Office expert?</p> <p>Rachel Crew from Frog Training will take us through the top features and tips for using Microsoft Word, Excel and PowerPoint 2010 and how to save into the "cloud" using Office 365.</p> <p>The webinar will cover quick and easy ways to produce professional looking documents along with shortcuts and tips.</p>	<p>Microsoft Office is a versatile package to assist in all our daily tasks. Proficiency will help address the following benchmark standards:</p> <p>STANDARD 5: Project management (including planning and the use of resources) STANDARD 6: Oral and/or written communication skills</p>	<p>60 minutes</p>	<p>1 hr</p>	<p>STANDARD 11: Commitment to your own personal and professional development</p>	<p>Personal Effectiveness</p>