

In honor of Administrative Professionals Day, Microsoft wants to recognize all the hard work that you do everyday.

Two Ways to Win!

Attend either of the following:

- Microsoft Office Live Meeting Training **OR**
- Microsoft Office Training

Discover how Microsoft® can make your workday less stressful and more productive.

- Attend free training without ever leaving your desk
- Learn valuable "Tips & Tricks"
- Register for a chance to win a SPA DAY

win a
SPA
day!



Microsoft® Office Live Meeting enables organizations to conduct real-time, interactive presentations and meetings over the Internet.

Microsoft® Office Live Meeting

offers you a simple, low-cost solution for Web-based collaboration. Team members can "virtually" attend a meeting on the Internet and actively participate. Meetings can also be recorded. No need to coordinate travel arrangements. Save money and time with Microsoft® Office Live Meeting.

Learn more about Office Live Meeting through a variety of seminars tailored to your needs including:

- **More Effective Meetings with Web Conferencing**
- **The Role of Web Conferencing in Increasing Sales & Marketing Productivity**
- **Using Microsoft Office Live Meeting for Training & HR Excellence**

Register for Microsoft Office Live Meeting sessions: <http://main.placeware.com>



Microsoft Office can help organizations and their employees transform information into impact. New and familiar products, features, and functionality improve how people and organizations connect to coworkers, information, and business processes. Join us for this "Tips and Tricks" seminar where you will learn how to be more productive and save time through the use of a variety of Office features.

Tips and Tricks – Office for Administrative Assistants

April 28, 2004	2:00 PM – 3:00 PM EST	Event code: 1032249081
May 5, 2004	2:00 PM – 3:00 PM EST	Event code: 1032249082
May 12, 2004	2:00 PM – 3:00 PM EST	Event code: 1032249084
May 19, 2004	2:00 PM – 3:00 PM EST	Event code: 1032249085
May 26, 2004	2:00 PM – 3:00 PM EST	Event code: 1032249086

Register for Microsoft Office sessions: <http://msevents.microsoft.com>

Register for Microsoft® Office System 2003 or Microsoft® Office Live Meeting training and you will be entered into the raffle for SPA DAY! Please feel free to forward this invite to a colleague. Forward the registration confirmation from all the sessions you register for with Subject line: SPA DAY to neupdate@microsoft.com. Last day to register and attend a session is May 31st. Winners will be selected by June 30th and notified via email. Winners need to attend either one of the training seminars to win. Each unique class registration is an entry to win. Please send all inquiries to neupdate@microsoft.com with Subject line: SPA DAY.

© 2004 Microsoft Corporation. All rights reserved. Microsoft, the Office logo, the Windows logo and Windows Server System logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

Microsoft®