

Geek Speak Becomes People Friendly™



Smart & Easy SOFTWARE TRAINING & COACHING

- **On-Site, Customized, Hands-on Software Training Classes**

Microsoft Office 2013, Office 365, Office 2010 & Office 2007 training for Outlook, Excel, Word, PowerPoint, Access, OneNote, Visio, Publisher as well as training for Adobe Acrobat and Microsoft Windows 7 and Windows 8. Beginning to Advanced levels. Create your own custom training class!

- **Workshops & Conference Speaker**

Targeted speaking and training presentations on software skills, tips & tricks, best practices; great for meetings, Lunch & Learn, educational conference sessions, and other events.

- **Software Coaching**

Don't have time for a class or need to focus on specific software skills? Choose one-on-one, individual software training to build expertise, create and build projects, solve problems, and to help you move forward with your work. Executive coaching also available.

- **Specialized, Software Consulting**

Expert assistance to develop best practices for using available software programs such as Microsoft Office, technical troubleshooting, help to complete special projects, and other customized software expertise.

- **Web-Based Training/Webinars**

Tailor-made training classes delivered online and scheduled for your convenience for individuals and groups on key desktop programs.

- **Books & Videos**

Build your software skills with e-books, learning guides, and video training on Microsoft Office, Windows 7, and other top software programs.

The Software Pro® SOFTWARE SHORTCUTS & SOLUTIONS THAT WORK FOR YOU

Discover easy ways to immediately be more productive, save money, avoid frustration, and create better results with the software programs on your desktop. Create a custom training class for your department, schedule personalized coaching, bring an expert into your office to help with important projects, or choose self-paced learning with books, videos, and webinars.

Dawn Bjork Buzbee, MCT - The Software Pro®

Microsoft Certified Trainer & Certified Microsoft Office Expert

Dawn Bjork Buzbee, MCT, is The Software Pro® with over two decades of experience *transforming geek speak into people friendly*. A professional speaker, trainer, author of 8 books, and consultant, Dawn simplifies complex processes with an informative and entertaining approach and delivers content that is immediately useful. Dawn has helped more than 100,000 individuals from Fortune 500 companies, government, and other organizations to learn smart, easy, and productive ways to use software and technology more effectively.



Microsoft has awarded Dawn with more than 35+ certifications including *Microsoft Certified Trainer (MCT)* and *Microsoft Certified Application Specialist (MCAS) Instructor* for her expertise in Microsoft Office and Windows. Dawn also holds the distinctions as a *Certified Microsoft Office 2010 Specialist Master Instructor*, *Certified Microsoft Office 2007 Specialist Master Instructor*, and a *Certified Microsoft Office Expert* with a proven track record with Windows, Outlook, Excel, Word, PowerPoint, Access, OneNote, Visio, and Publisher.

Call or e-mail to schedule your own customized software training:
Dawn@TheSoftwarePro.com • (303) 699-6868

Tips, Tricks & Techniques at www.TheSoftwarePro.com

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