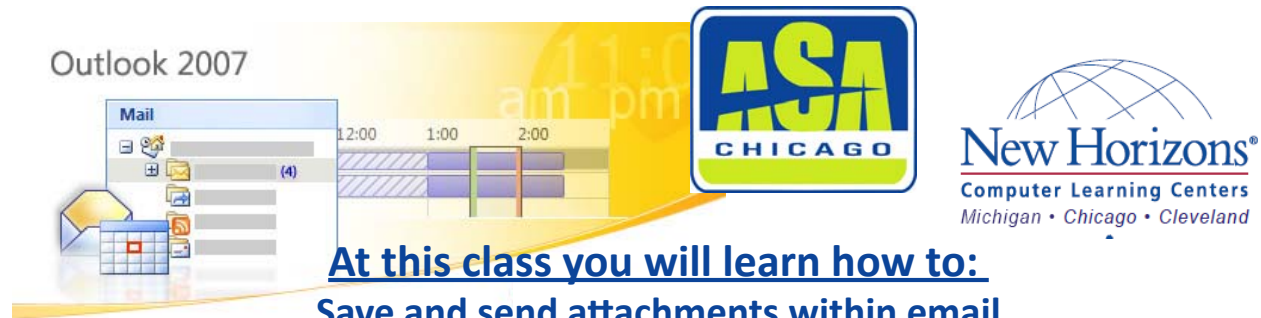


Microsoft Outlook 2007 Class at New Horizons Computer Learning Center February 10, 2010

This full day seminar offers hands-on, instructor led training. The custom course is designed specifically for ASA Chicago and offers an Intermediate to Advanced level Microsoft Outlook 2007 lesson.



At this class you will learn how to:

- Save and send attachments within email
- Schedule appointments and events
- Create and manage contacts and groups
- Personalize email, calendar and tasks
- Save and archive messages, events and tasks




ASA CHICAGO BUILDS BUSINESS

Limited Seats Available. RSVP Today!
8:30 AM to 4:30 PM
Lunch Included

LOCATION:
New Horizons Computer Learning Center
8550 W. Bryn Mawr, 4th Floor
Chicago IL 60631
Phone: 773-693-6000

REGISTER ONLINE AT ASACHICAGO.ORG
\$160 each ASA Chicago member
\$200 each non-ASA Chicago member

Or mail or fax this form with payment to:
3150 River Road, Suite 101
Des Plaines, IL 60018
Phone: 847-827-8336; Fax: 847-827-8359

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