

Bring-Your-Own-Device (BYOD) Training Sessions

The Bowling Green Chamber of Commerce and Susan Huffine, owner of Huffine Software Consulting (HSC) Services have joined forces to offer you and your staff, as an Investor, computer training sessions that will provide hands-on instruction and insightful tips to sharpen your computer skills. Don't have a laptop or Tablet? No problem, these informative sessions are created to keep you in mind. Session fee includes registration and training material.

All sessions are held at the Bowling Green Chamber of Commerce 130 S. Main Street.

Space is limited, so register today!



Quickbooks 101: It is all in the List!

Wednesday, September 13

9:00am—12:00pm

QuickBooks can be quite challenging; especially when it comes to all its list functions. Join us for this session to learn the inside scoop on the importance of these lists, tips on how they can make or break your business recordkeeping practices.

All QuickBooks sessions are geared for all versions (i.e., online, desktop, non-profit, enterprise, pro, etc.) Lists include:

- ☞ Chart of Accounts
- ☞ Items/Products & Services
- ☞ Vendors & Customers
- ☞ Class

Registration Deadline: September 8th



Microsoft Office: Pics, Shapes & Art

Tuesday, September 19

1:30—4:30pm

Questions: What does Microsoft Word, Excel, PowerPoint, and Publisher (to name a few) have in common?

Answer: They all have functions which allow you to create eye-popping documents, spreadsheets, slide shows and fliers or brochures!

Join us for this session to learn tips on inserting and manipulating:

- ☞ Pictures
- ☞ Shapes
- ☞ SmartArt
- ☞ WordArt

Registration Deadline: September 14th

Classes \$99 per session or Package Rate \$175

To Register Please Contact Marissa Muniz at (419)-353-7945 or MarissaMuniz@bgchamber.net

Keep an eye out for more sessions coming soon. October we will be offering Quickbooks 102: The Deep Mystery of COA (Chart of Accounts); and Microsoft Office 102: Caution, Mail Merge Ahead.

We would love to hear from you! What computer training sessions might you want offered; having trouble with certain functions in Quickbooks and/or Microsoft Office? Let our registration assistance know.

To learn more about Huffine Software Consulting (HSC) Services and your instructor, please visit us at: www.hscservices.biz