



Technical **Training**

Popular Classes

Requested by Law Firms

What if...

Everyone in your firm was trained to use their software to its full capacity?

How much...

More efficiently would your firm run if all your processes were streamlined?

What if...

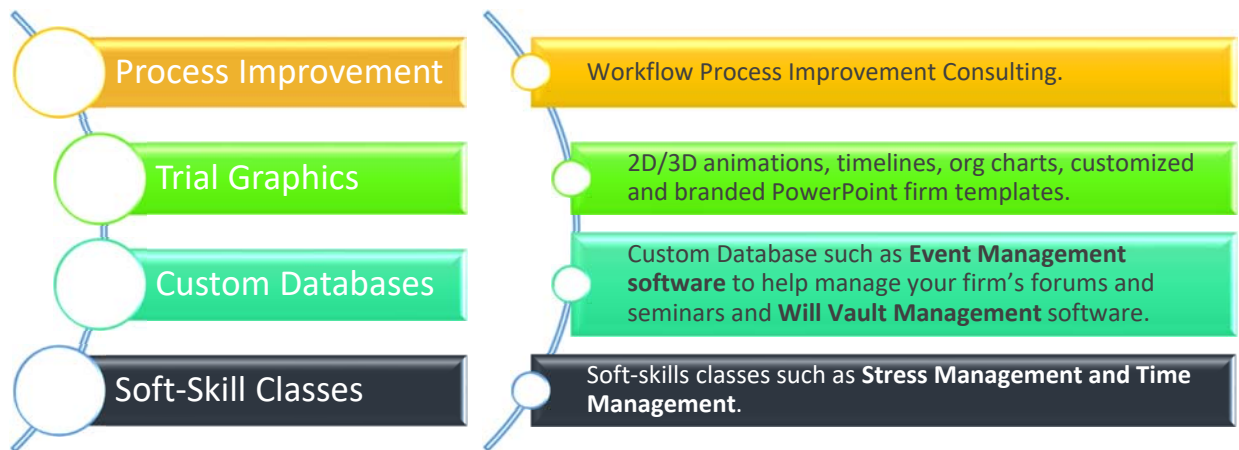
By using technology, a manual process that took 8 hours per week could take only take 40 minutes?

And what if...

Processes were streamlined like this across the board - throughout your firm?

It is possible! Let us make your "What if's..." a reality!

At Omega Potential, we are not *just* a technical training company... we are much more. We also provide:



Returning to the original question... **What if** everyone in your firm was trained to use their software to its full capacity? This brochure only lists a **sampling of the most popular** courses requested by law firms. Call us today to discuss your Firm's needs – let us help you meet *your* full potential!!

Upgrading to Windows 10 and Office 365

Windows 10 – Next Generation

This course digs into some of the pertinent new features and upgrades that come with Windows 10. Learn how to work with the new look and feel of Windows, work with your files, customize and personalize your settings, and get introduced to the new voice activated Office Assistant to up your game and become more proficient and efficient.

Outlook 365 – Power UP!

“Power UP” in this power packed Outlook class! This workshop covers new features in Outlook 365 that have proven especially useful for those working within law firms. This course also unveils some of the little-known “hidden” Outlook features that will make your everyday workflow much easier when working within your inbox, calendar and contacts.

Mastering Office 365 – Word, Excel and PowerPoint

This course was created for those Law Firms that have newly upgraded or are upgrading to Office 365. Learn about the important new features that will make your work life easier. We will also cover many of Microsoft’s buried features in each of these programs that you will wish you would have known were there!

Popular Classes Requested by Law Firms

Adobe Acrobat Pro DC: UP and Running

Acrobat Pro DC lets you edit scanned documents and add text in the document's original font. It allows you to compare two versions of a single PDF or two different PDF files. Acrobat Pro DC also has the power to more accurately convert PDFs to Office files, including Word, Excel, and PowerPoint. In this workshop, you will learn how to use all of these tools, plus how to customize your workspace and much more! Harness the power of the new Adobe Acrobat Pro DC!

Adobe Acrobat Pro DC: Creating Electronic Forms

Adobe Acrobat DC's form creation tools make it simple to create interactive forms. Learn how to create a fillable form from a PDF document or turn a Word doc into a fillable PDF form. PDF forms are easier to design, distribute, and capture data than either web or print forms.

Adobe Acrobat DC: Creating PDF Portfolios

Acrobat Pro DC allows you to organize, combine, and share all of your important project material in one PDF Portfolio that looks very professional and makes it extremely easy to navigate. Combine PDF files, spreadsheets, web pages, documents, Adobe Flash Player compatible videos, and more in a rich PDF Portfolio that packs a professional punch. It's easy to add your Firm logo or use the built-in themes, layouts, and palettes.

Excel: Up and Running

Excel is the industry-standard spreadsheet program, and almost all of us find ourselves using this app at law firms at one point or another. In this class, you will learn the fundamental skills you need to work with Excel, starting with the basics like entering and formatting numbers and text, then moving on to creating a formula using Excel's built-in functions.

Excel: Creating and Using Charts and Using Excel as a Database

Learn just how easy it is to create meaningful and professional looking charts and graphs in Excel. As an added bonus, you will learn incredible ways to use Excel as a mini database to help you keep up with your records.

Excel: Managing Multiple Worksheets and Workbooks

Learn how to share data between multiple worksheets and workbooks. Tips for adding, moving, and navigating worksheets and workbooks efficiently. This course covers how to make global changes, create simple formulas that connect worksheets, make super-efficient 3D formulas to calculate summary totals from multiple worksheets, and use pivot tables to summarize data from multiple workbooks.

Excel: Making Long Worksheets Fit on One Page

One of the most frequent Excel calls received at law firm helpdesks across the country is, “How do I make a very long worksheet fit to one page and still have it be legible?” What to do when a client sends you something that seems impossible to print? What happens when you do a print preview or print, and nothing is there? What to do when pages and pages of “just lines” (borders) print out? What to do to “squeeze” a worksheet on one page while keeping it legible? This class will discuss tips on how to “make it fit” and more!

Outlook 365: Up and Running

New to Outlook or interested in becoming more proficient? This class starts from the ground up to get you up and running using email, calendars, contacts and tasks. Stay organized and productive by learning how to search email, create and organize contacts, and manage your inbox and Outlook calendar.

Outlook: Time Management Using Outlook

There are 86,400 seconds in each day. Making the most of each of them in a Law Firm is crucial. Outlook offers several features that can be used for time management. Give an hour of time for this class to save hours and hours every week, month and year. Learn how to take back and manage your time using Outlook’s time saving tips and tricks!

PowerPoint: Up and Running

In this workshop you will learn techniques for creating high-quality presentations with PowerPoint. After taking a tour of the interface, you will learn how to create a presentation, add and format text and graphics, create SmartArt that can be updated quickly and easily, add charts and graphs, videos and audio clips.

PowerPoint: Animations and Transitions

You can spice up a PowerPoint presentation while at the same time making it more professional looking by applying animation effects to text or objects on individual slides, to text and objects on the slide master or to placeholders on custom slide layouts.

Word: Taming and Conquering Section Breaks and Page Numbering

Let's face it... understanding Word's page numbering and section breaks can be challenging! Come join us for this class to learn how to overcome these challenges and breeze through your next long document that contains different headers, footers, page numbering and other trying functionalities. Master your miseries!

Word: Table Secrets

You've created a table in Word and learned simple formatting and editing techniques. In this class, you'll advance your skills by learning some time-saving and fun table tips and tricks!

- Converting text to tables
- Converting table to text
- Sorting table data
- Adding calculations
- Creating table styles
- Splitting, moving, readjusting
- Inserting an Excel table for calculations and charts

Word: Using Word Merge to Customize Outlook Emails

Did you know that you can take advantage of Word's powerful merge feature to customize/personalize emails in Outlook? Each email can be sent out with the person's name and any other customized information within the body of the email that you desire. Join us in the workshop to learn these steps!

Word: Optimizing Your Workflow Using Word Styles

Learn how to use Word styles to help save enormous amounts of time in creating consistent and well-designed documents. Discover how to create, apply, and modify styles, as well as how to save time formatting your documents with styles. You can even easily create a Table of Contents from styles!

Word Styles: Creating Your OWN Style Sets and Styles

Styles are the very foundation of Word. This is one of THE MOST IMPORTANT classes you can take if you are a Word user. You can take advantage of this powerful tool by creating your own styles and style sets to save enormous amounts of time and energy creating and editing your documents.

Word: Managing Styles

Learn how to modify, copy styles between documents, delete, sort, recommend, create aliases, create keyboard shortcuts, and other style management features.

But Wait... There's More!

Again, these are only a sampling of classes that we offer. Many more classes are available, and we can also customize classes based on your requirements.

We have over **30 years' experience** working with Law Firms. Call us direct today to discuss **YOUR** firm's specific needs and meet **YOUR Firm's** full Potential!

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- Live Classroom Training at Your Offices
- Software Upgrade Training and Support
- Desk-Side Training for Your Partners, Attorneys and Staff Using Their Own Documents
- Workflow Process Improvement Advising
- Graphics for Trial and Mediation
- 2D/3D Animation, Timelines, Charts
- Customized PowerPoint Templates Created using Your Branding Colors and Logo
- Customized Databases
- Event Planning and Will Vault Management Software