

# CEC Meeting, On-Line!

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Continuing Education Credits: Approved by National AAMT for 1 CEC in Technology/Workplace

Name of Class: "Top 10 Tips and Tricks in Windows and Word"

Come learn the best-of-the-best tricks in Windows and Word to increase your productivity and work more efficiently.

You'll learn how to get where you are going quicker, resolve problems easier, and edit documents faster.

This class is guaranteed to make you smile, and better yet, improve your bottom line. Learn how you can work smarter, not harder! These tips will work in all versions of Windows (98 to XP) and Word (97 to XP), so everyone is sure to learn something they can take advantage of right away.

Presenter: Laura Bryan, CMT, BS. Author of *Make It Your Own The Medical Transcriptionist's Guide to Microsoft Word®*

Laura is what she calls an "MT X 2". She earned her first MT in 1986, graduating from the University of Texas with a Bachelors degree in Medical Technology. After working over 10 years in two of Dallas' major medical centers, she left the laboratory and began working with her husband Bob and his computer consulting business. In 1997, she returned to the medical community, but this time as a medical transcriptionist!

Laura enjoys finding faster, quicker, more clever ways to do most anything, including transcribing. A self-proclaimed "lousy typist", she was driven to create faster, more efficient ways to get her work done. This has led to the creation of MTWerks, a division of Bob's PCWerks. Laura has authored the "Make It Your Own" Productivity Manual for Medical Transcriptionists which is now in it's third edition and recently published by Lippincott Williams and Wilkins (Stedmans) as the *The MTs Guide to MS Word 3rd Edition*. Laura also conducts seminars for MTs using MS Word. Laura and her husband Bob live in Mesquite, a suburb of Dallas, with their three children

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Sarah, Emily and Christopher and their terriers Luci and Roxi.

ACQUIRE YOUR CECs ONLINE, AT HOME, IN YOUR SLIPPERS, WITH YOUR LATTE,  
(BEDHEAD IS OPTIONAL) WITH FRIENDS IN A CHAT ROOM

Length: One hour.

Cost: \$5.00 members, \$7.50 nonmembers

Open To: Students, Grads, Practitioners, Members, Nonmembers/Guests  
of Online Chapter. You do not have to join AAMT or OC-AAMT to attend  
classes.

Register here: <http://www.aamtonline.org/ce/register.html>

(Upon registration, you will be given the URL to the conference room  
for the meeting and the password to get in. Please do not lose this.)

Your username is your real name in order to get credit for attending.

When: