

# Marketing with Microsoft Office



**Pat Zaby**  
**CCIM, CRB, CRS**  
**National CRS**  
**Instructor**

Pat's easy conversational style and his understanding of marketing and technology have won him a huge national following of successful agents.



*Approved one-unit course  
toward the CRS designation  
and 8 hours of C/E credit  
Approved by ADRE*

Date: May 8, 2009

Time: 8:30 AM to 5:00 PM

Location:

Phoenix Association of REALTORS®  
5033 N. 19th Avenue #119  
Phoenix, AZ 85015

**Tuition:** \$159 or \$129 before April 25  
and \$129 to all CRS Designees.  
**INCLUDES::** All Lectures, Course  
Material, Continental Breakfast, Lunch  
and 2 Breaks!

Run your business with the most powerful and popular software products in the world. The advantages include seamless integration, flawless synchronization with all PDAs, and Internet capabilities.

This newly designed class will help you unlock the power of Microsoft Office to run your business. Create postcards, printed presentations, and flyers in Word, convincing presentations in PowerPoint, financial information in Excel, and manage your email and contacts through Outlook.

The detailed, step-by-step workbook illustrating all of the procedures taught in the class, will help you and your team members shorten your marketing time so you can spend more time with buyers and sellers.

- ✓ Release the power of Word, PowerPoint, Outlook, & Excel
- ✓ Discover the power of Outlook to manage your business
- ✓ Create user defined forms
- ✓ Mail merge for individual messages
- ✓ Maintain your customers
- ✓ Organizing your calendar & appointments
- ✓ Synchronize seamlessly to your PDA
- ✓ Create and complete a one-year mailing plan
- ✓ Develop printed presentation to guarantee loyalty
- ✓ Produce decision-making financial information
- ✓ Create convincing PowerPoint presentations for buyers and sellers
- ✓ Discover templates that have been created for use in MS Office that save time and make money.

**April 25—Early Bird Deadline Register TODAY**  
**Go to [ArizonaCRS.com](http://ArizonaCRS.com) and click CRS Courses**

## **FOR ADDITIONAL INFORMATION CONTACT:**

Jeanie Meredith at the Arizona CRS Chapter  
520-299-6787 [AzCRSChapter@aol.com](mailto:AzCRSChapter@aol.com)

Christina Maydanis 602-320-9192 [Cmaydanis@aol.com](mailto:Cmaydanis@aol.com)

Joey Hallatt 602-672-0341 [Joey@JoeyHallatt.com](mailto:Joey@JoeyHallatt.com)