

# The Modern Office Administrator

## 1 day seminar

This course is taught by an experienced instructor with over 20 years teaching at college level.

## Course Overview

### What is included in this Course

- ✓ **The Digital Desk Reset:** Build a Clean, Click-Efficient Workspace Across All Applications  
Learners redesign their Office environment Quick Access Toolbar, pinned folders, Outlook views, Excel defaults to reduce daily clicks and cognitive load.
- ✓ **The 10-Minute Data Triage:** How Office Managers Quickly Turn Chaos Into Usable Information  
Students practice taking messy emails, screenshots, or handwritten notes and converting them into structured Excel tables, Word summaries, or Outlook tasks.
- ✓ **The Cross-Application Workflow:** Moving Information Seamlessly Between Excel, Word, PowerPoint, and Outlook  
Learners practice real workflows like exporting Excel charts into PowerPoint, embedding Word forms into emails, and linking live data.
- ✓ **The Professional Presence Protocol:** How Office Managers Communicate Calm, Confidence, and Clarity  
A soft-skills module covering tone, timing, digital etiquette, message framing, and how to represent leadership even when under pressure.
- ✓ **The Office Manager's Formula Toolkit:** "Excel Functions That Replace Hours of Manual Work"  
Teach SUMIFS, FILTER, and Flash Fill through real office scenarios like scheduling, inventory, and staff logs.

Instructor Led that also includes:

### Pre Assessment

#### Review

This section is a brief recap or summary of the key concepts and skills covered, used to reinforce learning.

#### Review Quiz

### Post Assessment



**Donna M. Parsons**

## Who Should Attend

- **Aspiring or current office professionals** who want to confidently manage daily operations using modern tools like Excel, Word, PowerPoint, and Outlook.
- **Career-changers and returning workers** who need a practical, beginner-friendly path to mastering digital office workflows and customer communication.
- **Administrative Assistants**, coordinators, and team leads ready to upgrade their skills, streamline tasks, and become the go-to problem solver in any workplace.
- **New hires in their first 90 days:**

## To Register

Call us : 732-642-3504

Email: [info@donnamparsons.com](mailto:info@donnamparsons.com)