



Shelley Fishel

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Biography

Known as The MS Office Maestro, Shelley has been a Microsoft Office trainer for over 20 years, delivering face to face training sessions, presenting at events and training people remotely with various online tools.

Helping administrators keep up to date with Microsoft Office has become a passion.

This is why Shelley set up Tomorrow's VA - an online training suite of courses for busy assistants, helping them make the most of the software they use every day. From Microsoft Word, to PowerPoint, to Excel and Outlook and the new kid on the block Microsoft Teams.

Shelley is a Fellow of The Learning and Performance Institute and holds the COLF (Certified Online Learning Facilitator) and CDOL (Certified Designer of Online Learning) qualifications from The LPI.

Over the last several years Shelley has spoken or presented at a variety of events specifically aimed at PAs EAs and VAs helping them to improve the way they work. Events include The PA Show, Hemsley Fraser – PA and Administrator Conference and the Practically Perfect PA online summit.

Session: The Assistant's Guide to Taming Microsoft Teams

Learn about Microsoft Teams and how to make best use of it as an Assistant.

Learning Objectives:

You will discover:

- How to find your way around and understand all the different parts of MS Teams
- Understand what you need to have in place when working with external team members
- How to chat with other Team members
- How to set up and attend meetings
- How to collaborate on documents
- How to add other apps to MS Teams such as MS Forms for feedback or Polly for Polls
- How to share your screen and other things in a meeting

And much more.

Also from Shelley:

[to read Shelley's articles for Executive Secretary Magazine](#)

[to buy this session for personal use or to share with your team](#)

[Click here](#)

[to make an appointment to speak to us about booking Shelley to speak to your team either virtually or in person](#)



This session is worth 1.5 IAAP recertification points.