



## *Shelley Fishel*

Connect with Shelley on Social Media

## 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: Word to PowerPoint: the art of creating slides from a document

You are handed a document by your executive and asked to turn it into an all singing all dancing PowerPoint slide deck.

Attend this session to learn how to shortcut the process and get that word document into PowerPoint without fuss or frustration.

### 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](#)

## Learning Objectives:

You will learn:

- The importance of Document Styles in Word
- Why having a template is a brilliant thing
- How to set up your branding in PowerPoint and change the colour scheme
- How to modify the Slide Master in PowerPoint so you are off to a flying start
- How to import the word document to PowerPoint
- How to use SmartArt to tame your bullet points and to create a timeline



This session is worth 1.5 IAAP recertification points.