



## *Vickie Sokol Evans*

Connect with Vickie on Social Media

## Biography

Literally making the audience's jaws drop, Vickie Sokol Evans, author of the bestselling "100 Tips" series for both PC & Mac, is one of the leading tech trainers in the world right now. Who knew that Microsoft Office could be so fun? She's witty, sharp, pointed and knows more about how to get the most from Microsoft Office – teaching Assistants tricks to turn what usually takes hours into solutions that takes minutes, by learning how to use the programs to their full potential. Vickie is a Microsoft Certified Trainer, specializing in Microsoft, Google and Apple productivity platforms such as Microsoft Office, OneNote, SharePoint, Skype/Lync, Office 365, Google Apps, Gmail, the Cloud, and more!

Vickie has taught at every LIVE event and is our most requested return speaker, with 98% of our audiences wanting her back. Vickie travels the globe as a sought-after international speaker delivering live Jerry Maguire-inspired keynote presentations to major brands including Microsoft, Starbucks, MasterCard, The New York Times, eBay, American Airlines, The Gates Foundation, and most notably, Bill Gates's Admin Team. Vickie helps businesses to save time and deliver better results faster – showcasing an immediate ROI after each session.

## Session: Timesaving (and jaw-dropping) productivity tips using Microsoft Office

Did you know you are one-click away from saving hours in your day? In this engaging session with Vickie Sokol Evans, based on her bestselling "100 Tips" series, learn the secrets of high-performing users and teams. Discover quick and easy tips in Word, Excel, PowerPoint (and more) that will help you deliver better results in less time by using more of the technology you know and love.

Eliminate the most common old (and bad) habits and unessential work. No more wasting valuable hours as you work on an assignment.

No more feeling paralyzed by the latest technology. By properly leveraging the important tools at your fingertips, you will have everything you need to execute flawlessly!

Don't miss this truly jaw-dropping session!

Note: This session applies to PC users but is still helpful for Mac users too!

### Also from Vickie:

[Click here](#) to read Vickie's articles for Executive Secretary Magazine

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to make an appointment to speak to us about booking Vickie to speak to your team either virtually or in person



This session is worth 1 IAAP recertification point.