

## **BECOME AN EXPERT IN USING MICROSOFT WORD AND EXCEL**

There's a good chance you use Word or Excel several times a week, whether it is to dash off a quick note, tabulate the figures for a budget, or track your medical expenses for income tax purposes. These are the workhorse programs in many users' routines.

If you are like most people, you know enough to get by with Word and Excel. But what you don't know could actually be holding you back and hampering your productivity! Allen Wyatt has spent over 17 years in publishing newsletters about how to use both Word and Excel.

[ExcelTips](#) (hyperlink) is a **free** weekly newsletter that provides guidance on how to get the most out of Excel. Similarly, [WordTips](#) (also a hyperlink) provides hands-on guidance for Word. These are independent newsletters, and each provides a range of tips, from beginner to expert, that you can put to use right away.

Wyatt compiles all his tips at the [WordTips website](#) (hyperlink) and the [ExcelTips website](#) (hyperlink). Take a look around; you'll find thousands (literally) of tips on how to use these programs. You can drill down to find tips by topic, or you can search to find just what you need.

Wyatt has been covering these Microsoft Office programs since before the days of Word and Excel 97, and his depth of knowledge shows. Everything from beginner information to advanced programming with macros -- it's all there!

Do yourself a favor, though. When you visit either of these websites, subscribe to Wyatt's newsletters. They are published weekly and they are free. Look for a green bar in the column on the right for Excel. The bar is blue on the Word site. You do not have to become a member for which there is a fee!