



FREE Technology Classes for September at TAR!!

Windows for Novices

9:00-12:00 Monday, Sept 8 (Computer Training Center)

Come to this three-hour **HANDS-ON** training class to learn new skills for working with Windows. We'll look at basics for getting around in Windows, using Windows Clipboard, and customizing features to give you more control. **Watch for additional HANDS-ON training classes after this one to learn and practice more skills.**

Lunch and Learn: Using Outlook Journal and Rules

11:30-12:30 Wednesday, Sept 10 (TAR Boardroom)

FOR INTERMEDIATE USERS Here's two useful features in Outlook to help you keep track of clients and organize your emails. Using the **Journal** allows you to keep track of emails, activities, documents, and more. You can also track billable hours for each client. The **Rules Wizard** allows you to create specific rules to help organize incoming emails. Any version of Outlook. **Bring a lunch and stop by!!**

Rapattoni MLS Level 1: Starting Your Business (3 Credits)

9:00-12:00 Friday, Sept 12 (Computer Training Center)

Get started with Rapattoni MLS! This is the first of three classes designed to teach you how to best use the MLS system. In this three-hour class, we will explore topics that include Designing Standard Searches, Creating Reports, and Entering Listings.

Computer Housekeeping: Files and Folders

2:00-4:00 Monday, Sept 15 (Computer Training Center)

Do you keep all of your paper documents in one big drawer, or do you organize them using file folders? Learn to apply the same organization to your computer files. I'll demonstrate how to create new folders and move your documents into a more organized arrangement.

EXPO: Tech-Savvy Real Estate Agent (3 credits)

9:00-12:00 Monday, Sept 18 (Tucson Convention Center)

Does technology hold you back from what you would like to achieve with your business? Come to this class and become a tech-savvy pro! We'll cover topics such as Managing Photos and Graphics, Setting Up a Professional Email System, Creating Better Flyers With Microsoft Word, and Using an Excel Database.

Rapattoni MLS Level 2: Building Your Business (3 Credits)

9:00-12:00 Friday, Sept 19 (Computer Training Center)

In this class we will learn ways to build your business with the help of MLS tools. Topics include Entering Contacts, Auto-Prospecting, Reverse Prospecting, Group and Task Management, and Client Portal.

To register for these classes online, login at <http://www.tucsonrealtors.org> and go to Calendar of Events.

Class times and dates are subject to change. Please check website prior to class.

Courthouse Retrieval System

10:00-12:00 Monday, Sept 22 (Computer Training Center)

The CRS system on MLS allows you to display and print Property Information for selected properties. In addition, the service presents additional research and marketing tools, such as Comparables, Maps, Demographic and School Reports, and Prospecting information.

Lunch and Learn: Turbo-Charge Windows with Shortcuts

11:30-12:30 Wednesday, Sept 24 (TAR Boardroom)

Using shortcuts in Windows is one of the best ways to place everything you need to open right at your fingertips. You can create shortcuts to any application or document and be able to open it quickly and easily! I'll also show you ways to use shortcuts that most people never think about. You'll never use Windows the same way again!!! **Bring a lunch and stop by!! Any version of Windows.**

Rapattoni MLS Level 3: Fine Tuning Your Business (3 Credits)

9:00-12:00 Friday, Sept 26 (Computer Training Center)

In this class, you'll learn the features typically utilized by more experienced agents. Topics include features such as advanced property searches, Hotsheets, CMA Packages, Parcel Mapping, and Customizing MLS.

ZipForm Online

10:00-12:00 Monday, Sept 29 (Computer Training Center)

Here's the best way to learn all the ins and outs of this essential tool. In this **HANDS-ON** workshop, I'll show you how to use the Online version of ZipForm. Topics include Creating New Transactions, Templates, Editing Tools, and more! **NOTE: All students must have a ZipForm Online account. To create your free account, go to the AAR website at www.aaronline.com and click on the ZipForm link for step-by-step instructions. Be sure to register for ZipForm ONLINE.**

To register for these classes online, login at <http://www.tucsonrealtors.org> and go to Calendar of Events.

Class times and dates are subject to change. Please check website prior to class.

Andy Gordon

Computer Training Specialist

(520) 382-8784

andy@tucsonrealtors.org