



FREE Technology Classes for December at TAR!!

Courthouse Retrieval System

10:00-12:00 Monday, Dec 1 (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.

Windows for Novices

9:00-12:00 Wednesday, Dec 3 (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 getting started with Internet and applications. **Watch for additional HANDS-ON training classes after this one to learn and practice more skills.**

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

9:00-12:00 Friday, Dec 5 (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.

Microsoft Word 2003: Level 1

Cost: \$25 (TAR members) \$75 (non-members)

1:00-5:00 Monday, Dec 8 - Tuesday, Dec 9 (Computer Training Center)

This is the best class to get you started using Microsoft Word! We'll start at the beginning with some basic text entry (don't worry-- this is not a typing class). From there, we'll look at ways to edit the text and format the appearance. Then, we'll go to tables and then graphics, and finally to laying out the text on the page.

This class is broken into two days to make it easier to absorb. Along the way, you'll receive lots of hands-on practice and patient attention. Reference manual is included.

Lunch and Learn: Setting Up a Professional Email System

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

Your email is one of the most important elements of your business. In this workshop, I'll show you how to make it shine. From creating a professionally branded system using YOUR name, you'll learn how to set up your new system using Microsoft Outlook, Outlook Express, or Windows Mail. Topics include Setting Up Your Account, Email Signatures, Distribution Lists, Blind Carboning, and more!!!

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

9:00-12:00 Friday, Dec 12 (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.

Using ZipForm (3 Credits)

9:00-12:00 Monday, Dec 15 (Main Conference Room)

Here's the best way to learn all the ins and outs of this essential tool. Topics include Registering and Downloading ZipForm Desktop and Online, Creating New Transactions, Templates, Editing Tools, and more!

Lunch and Learn: Backing Up Your Computer

11:30-12:30 Wednesday, Dec 17 (TAR Boardroom)

Do you have a backup plan for your computer if it is lost, stolen, or damaged? Most people don't. Come by this session and I will show you both hardware and software solutions that will get you back up and in business in the event of computer disaster! **Bring a lunch and stop by!**

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

9:00-12:00 Friday, Dec 19 (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.

Using Graphics and Graphic Objects in Microsoft Office

2:00-4:00 Monday, Dec 22 (Computer Training Center)

Pictures, Clip Art, AutoShapes, Text Boxes! If this array of graphic objects has you confused when you are creating documents and flyers, then you should come by for this class. We'll look at ways to insert and modify graphic objects in a Word document. You'll feel more confident about using any Office program after attending this class!

Mapping for Real Estate Pros

10:00-12:00 Friday, Dec 26 (Computer Training Center)

In this session, we'll learn mapping strategies by looking at two useful tools: **Pima County MapGuide** and **Google Earth**. By using these tools, you'll be able to locate properties, find zoning and floodplain information, and create custom maps to send to clients.

Using Internet Explorer

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

Tabbed Browsing! Quick Links! Favorites! Your Internet browser is probably your most used program and yet you probably don't know most of its most valuable features. Come to this class and I'll show you how to better use Internet Explorer 7 to become faster and better when you head onto the Internet.

Importing and Exporting Contact Information

10:00-12:00 Wednesday, Dec 31 (Computer Training Center)

Would you like to export your contact information from MLS or Outlook into another program? Your contact information is the heart of your business! Moving it to a new program can often be a frightening chore. In this workshop, I'll show you how to create text files to move your precious data with ease. **NOTE: I would classify this as an Intermediate level class. Some topics may be a bit intensive for novice users.**

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