



## *FREE* Technology Classes for November at TAR!!

### **Courthouse Retrieval System**

**10:00-12:00 Monday, Nov 3 (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, Nov 5 (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.**

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

**9:00-12:00 Friday, Nov 7 (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 Outlook**

**10:00-12:00 Monday, Nov 10 (Computer Training Center)**

Microsoft Outlook is more than just email. If you've wanted to learn more about this versatile program, come to this workshop. I'll also show you how to use features such as Calendar, Contacts, and Tasks.

### **Computer Housekeeping: Files and Folders**

**10:00-12:00 Wednesday, Nov 12 (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.

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

**9:00-12:00 Friday, Nov 14 (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.***

## **Power Point: Part 2**

**2:00-4:00 Monday, Nov 17 (Computer Training Center)**

In this continuation of using Power Point, we will explore additional topics such as using graphics and animations, creating templates, tables, and charts. New users are encouraged to take the Pt 1 class first.

## **Lunch and Learn: Photos and Graphics**

**11:30-12:30 Wednesday, Nov 19 (TAR Boardroom)**

In this VERY popular class we'll look at your options for getting started with your digital camera. I'll also show you how to edit and resize your photos so they will upload and email with ease using only the software that comes with Windows. No need to be a professional photographer! **Bring a lunch and stop by!**

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

**9:00-12:00 Friday, Nov 21 (Computer Training Lab)**

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 ZipForm (3 Credits)**

**9:00-12:00 Monday, Nov 24 (Main Conference Center)**

Here's the best way to learn all the ins and outs of this essential tool. In this workshop, I'll show you how to use the Desktop and Online versions of ZipForm. Topics include Creating New Transactions, Templates, Editing Tools, and more!

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

**9:00-12:00 Tuesday, Nov 25 (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.

## **Mail Merge A-Z**

**10:00-12:00 Wednesday, Nov 26 (Computer Training Center)**

Everyone needs to mail merge and everyone has questions about how to do it! Come to this workshop and you'll finally understand how this process works. We'll look at how to set up your direct mail marketing with form letters, labels, and address lists. Office 2003 or 2007.

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