

SAVE THE DATE!

MID-AMERICA CLUB IT CONNECT  
6:00 PM, JANUARY 17, 2019  
**BUSINESS SOLUTIONS  
INTEGRATING  
WORD, EXCEL AND POWERPOINT**

### Improve Productivity With Integration

This one-hour seminar presents the common features of working with Word documents, Excel worksheets and PowerPoint presentations in a new and innovative way speeding up your productivity.

Are you a current user of Word who needs to combine data from Excel worksheets or PowerPoint presentations into a comprehensive document?

Become familiar with the common tools of using Word, Excel and PowerPoint together. Learn how to embed or link a Microsoft Excel worksheet or chart into a Word document or PowerPoint Presentation.

- Overview of object linking and embedding (OLE)
- Ways to share Information between Excel and Word
- Copying a Word table into an Excel spreadsheet
- Copying an Excel spreadsheet or chart into Word documents
- Creating embedded objects from Excel worksheets or charts
- Editing an embedded Excel worksheet or chart
- Creating linked objects from Excel worksheets or charts
- Editing a linked Excel worksheet or chart

**Get Integrated.** Join Mid-America Club IT Connect at **6:00 pm** on **January 17, 2019**. Enjoy this interesting presentation along with our spirited Q&A!

**Speaker:** *Donald Smith, Director of Education and Training  
ITU Training Company*



## MID-AMERICA CLUB IT CONNECT MEETINGS

Our next meeting will be **January 17, 2019** at **6:00 pm** in the Mid-America Club on the 80th floor of the Aon building in downtown Chicago. Please RSVP with the Club at **312-861-1100** or online at **midamclub.com**. Limit **3 guests** per membership. Members must register their guests with the Membership Department.

Mid-America Club IT Connect is presented by **Polymorphic Systems, Inc.**