



Wordman's Production Corner

By Dick Eassom, AF.APMP, APMP CEO

Wordman's Microsoft Word Q&A Workshop

I will be holding a three-hour workshop at the 20th Annual International APMP Conference at the Sheraton Wild Horse Pass in Chandler, AZ, on opening day, Tuesday, 9 June 2009.

Not unusual, you might say. Wordman's "Microsoft Word Q&A" started as an impromptu session at the 14th Annual Conference in New Orleans, LA, in 2003. I had given a presentation entitled "Microsoft Word – Almost a Desktop Publisher," and had received several questions at the end, without time to properly answer them.

Fortunately, a cancellation on the final day of the conference presented the opportunity to get back together for an ad hoc question and answer session. Over two hours later, the group had swelled to a few dozen people, and so I offered a workshop session for the 15th Annual Conference in Hollywood, FL in 2004. And so Wordman's "Microsoft Word Q&A" was born, and has become a fixture at the APMP annual conferences since.

For this year's conference, the Conference Committee has given me the opportunity of a pre-conference timeslot, removing some of the conflicts that have been a problem for many attendees in past years.

So why should I attend?

In my experience, commercially available training courses for Microsoft Word do not cover many of the techniques required for integrating and producing compelling business

proposals. These courses are aimed at those taking the Microsoft Office Specialist (MOS) examinations. However, the MOS syllabus does not cover being able to place a piece of artwork, with an associated automatically numbered caption, where you want it on a page—and getting it to stay put! This subject has come up in each of the previous five workshops!

There is no fixed agenda—attendees bring their Word questions and, in discovering the answers, learn more about how Word works "under the hood." The more we know about Word, the easier proposal production can become.

When is the Workshop?

If you would like to learn more about using Word for proposal production, please join me from 2.00 p.m. to 5.00 p.m. on Tuesday, 9 June. All are welcome!

If you are planning to attend, and have some Word issues that are really bugging you, please send me an email. I will discuss all your questions in the workshop.

See you in Arizona!

You can reach Wordman via Dick Eassom, AF.APMP, Vice President Information Technology and Knowledge Management, at SM&A, Newport Beach, CA—email Dick at dick.eassom@smawins.com. Wordman is ©2001-2009, SM&A, and used with permission by APMP.