



Newsletter – Fall 2005, v.3

## Sage Software Training <sup>SM</sup>

### Leave the Expert Alone!

There's probably a Word or Excel expert in your office. Someone everyone goes to when they're stumped by a computer problem. So they stop what they're doing to go and find the expert who's also interrupted and so productivity ends right there. How much more productive and positive would your work environment be if your employees felt confident with their own computer skills? How much more productive would your expert be if he or she wasn't constantly being interrupted to support other people?

A one day class in any of the software packages we teach will increase your employees' confidence and proficiency. Only **one day** of training to speed up deliverables, respond more efficiently and get their jobs done faster.

One local company turned to Sage for training recently and this was their feedback: *"I am just now getting around to thank you both for the wonderful classes. Everyone got something out of it and felt good afterwards. It must be working because no one has come to us for help since."*  
Donna Brown, Richard M. Johnson & Associates, Inc.

How much more money and time will you waste asking your company expert to solve everyone else's computer questions?

### Benefits of Sage Software Training:

- Quantifiable improvements in skills
- Best practices in use of software
- Assessment and recommendations for each user
- Follow-up support provided directly to user
- Microsoft Certified Trainer for up-to-date information

### OPTIONS:

- Training can be conducted at your site or ours
- Custom training on proprietary software available
- Custom documentation of your organization's best practices with available software

**Sage Small Business Services <sup>SM</sup>**  
**Classroom—3880 Roundtree Road -Unit 2**  
**Jefferson, MD 21755**  
**301-473-9777**

### Deskside Coaching: An Option for Busy Executives

Sage Business Training offers flexible training options. Executives or their assistants may not have an open day to attend training during a busy time, but still need critical software skills and support. We can provide **one-on-one coaching** at your site for as little as two hours. Our certified trainer can help you learn new skills and troubleshoot using your real world documents and data. You'll get your specific questions answered without taking time away from your job. Call us for more information about this practical, time-saving option for training and support.

### QuickBooks for Small Business

Our bookkeeping services are QuickBooks based and can be provided on or off-site. When you contact us for QuickBooks assistance be sure and mention which version of QuickBooks your office is using. We also provide introductory classes in QuickBooks Pro in our classroom or deskside training at your business site.

**Sample of Upcoming Software Training Courses:**  
(other class dates available, call for information)

MS Word Intro	October 10
MS Word Intermediate	October 11, November 9
MS Word Advanced	October 12, November 11
MS Excel Intermediate	October 14, November 15
MS Excel Advanced	November 18
MS Access Intro	October 17, November 22
MS Access Intermediate	November 8
MS PowerPoint Intro	October 18
MS PowerPoint Intermediate	October 26
QuickBooks Intro	October 24, November 18

Sage Small Business Services <sup>SM</sup>:  
Hours M-F 9-5 and by appointment.  
So that we may spend time with our families,  
the office will be closed:  
Thanksgiving – Thursday & Friday, Nov. 24<sup>th</sup> & 25<sup>th</sup>  
Christmas – Friday thru Monday, Dec. 23<sup>rd</sup> – 26<sup>th</sup>  
New Years – Friday, Dec. 30<sup>th</sup>  
Mary will be out of the office from Dec. 23rd -Jan. 1st

### **MILEAGE RATE INCREASE:**

The Internal Revenue Service and Treasury Department announced an increase to the optional standard mileage rates for the final four months of 2005. The rate will increase to 48.5 cents a mile for all business miles driven between Sept. 1 and Dec. 31, 2005. This is an increase of 8 cents from the 40.5 cent rate in effect for the first eight months of 2005. If you have not already done so, please note an odometer reading as soon as possible so you can take full advantage of this increase.



### **Business Accounting Services**

Sage continues to offer personalized business accounting services. Our clients enjoy ongoing support and individual attention for a variety of essential business needs. We provide complete full charge bookkeeping services to occasional assistance with reconciliation, payroll reporting, and year end review of the books.

**[www.SageSmallBusiness.com](http://www.SageSmallBusiness.com)**

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