Carolina Multiple Listing Services, Inc.
CHARLOTTE REGIONAL REALTOR® ASSOCIATION

Basic Excel
Prerequisite: Introduction to Computers or equivalent experience
Learn how to build a spreadsheet to track your business. We will incorporate basic calculations in addition to formatting and printing the document.

Basic Word
Prerequisite: Introduction to Computers or equivalent experience
Learn how to create a letter, cut/copy and paste, format text with bold/color, bullets/numbers, and print an envelope.

Client Gateway
Learn how to use the prospecting functions of TEMPO to create a personalized Web site for each of your clients. From this Web site the client can view and prioritize e-mailed properties. The Client Gateway will allow the agent to monitor activity and better serve his or her client.

CMA Wizard
The CMA Wizard builds a report that you would be proud to give to your clients. Learn to apply adjustments to comparable proprerties, insert a photo and e-mail the CMA to the client. Also learn about the additional products that are available in the TEMPO system.

CRS Tax System
Learn to use the CRS system to find any property's tax information. Also learn how to export tax data to Excel or Word for marketing and database puposes. Find comparable properties, including FSBOs, from the tax records.

Excel – Advanced Concepts
Prerequisite: Basic Excel
Learn to sort long lists, create an autofilter and subtotals for lengthy spreadsheets, and create charts and amortization schedules. You will work with an "If" statement, databases, auto filter, filling a series and charts.

Excel – Tips and Tricks
Prerequisite: Excel Advanced
Learn neat tricks on how to work most efficiently with Excel. Learn how to create comments, password-protect a document, drag and drop, and use the Office Clipboard.

Excel I (Excel 2003)
Learn how to build a spreadsheet to track your real estate business with formatting, cut, copy and paste, spell check, print, and print preview. Incorporate basic functions to add up your commission, calculate average days-on-market, figure out the difference between the list price and sale price of each property, and average that percentage.

Excel I (Office 2007)
Learn how to build a spreadsheet to track your real estate business with formatting, cut, copy and paste, spell check, print, and print preview. Incorporate basic functions to add up your commission, calculate average days-on-market, figure out the difference between the list price and sale price of each property, and average that percentage.

Excel II (Office 2003)
Prerequisite: Excel I
Learn to sort long lists; create an auto filter and subtotals for lengthy spreadsheets; create charts; add an "If" statement; and work with amortization spreadsheets. Also learn to link within Excel and Word.

Excel II (Office 2007)
Prerequisite: Excel I
Learn to sort long lists; create an auto filter and subtotals for lengthy spreadsheets; create charts; add an "If" statement; and work with amortization spreadsheets. Also learn to link within Excel and Word.

Excel III (Office 2003)
Prerequisite: Excel I and II
Learn neat tricks to work most efficiently with Excel. Create comments, password-protect a document, drag and drop, convert text in one column into multiple columns, and use the Office Clipboard.

Excel III (Office 2007)
Prerequisite: Excel I and II
Learn neat tricks to work most efficiently with Excel. Create comments, password-protect a document, drag and drop, convert text in one column into multiple columns, and use the Office Clipboard.

File Management & Backup Strategies (Windows XP)
Organize your files by setting up folders and moving files into those folders. We will also discuss the concept of backing up important files in the event of a PC crash!

Introduction to Computers
This class explains basic concepts about the desktop, maximize and minimize. We quickly move into the “need-to-know” topics of file management and how to be organized with your documents.

Outlook (Office 2003)
This basic class will cover e-mail (send, open and save attachments, folders, flags, creating distribution lists, deleting), calendar (setting up meetings – individual and recurring, different views, moving, deleting), contacts (creating, different views, sharing, categories, deleting) and tasks (creating, viewing, deleting).

POLARIS
Mecklenburg County Property Ownership Land Records Information System (POLARIS) is one of the finest examples of Internet interactive mapping. The application is designed for access and retrieval of maps and GIS data layers associated with real property in Mecklenburg County.

PowerPoint I (Office 2003)
Prerequisite: Basic Word and Excel (or similar knowledge)
Design and create a professional presentation to highlight you as an agent to represent a buyer or seller. We'll create a title, bullet and chart slides, and work with customized animation and transitions.

PowerPoint I (Office 2007)
Prerequisite: Basic Word and Excel (or similar knowledge)
Design and create a professional presentation to highlight you as an agent to represent a buyer or seller. We'll create a title, bullet and chart slides, and work with customized animation and transitions.

PowerPoint Presentations
Prerequisite: Basic Word and Excel
Design and create a professional presentation to highlight you as an agent to represent a buyer or seller. We'll create a title, bullet and chart slides and work with customized animation and transitions.

Publisher – Fliers
Prerequisite: Basic Word or equivalent experience
Learn to create fliers with Publisher to boost your business. We'll insert pictures, edit objects and learn other basic concepts.

Publisher – Brochures
Prerequisite: Publisher Fliers
We will create a two-page, tri-fold document by connecting text boxes, inserting your default logo and including page references for text-overflow objects.

Publisher I (Office 2003)
Prerequisite: Basic Word (or similar knowledge)
Learn to create fliers to boost your business. We'll insert objects, size and crop pictures, edit objects, and learn copy and move, print/print preview, and spell check.

Publisher I (Office 2007)
Prerequisite: Basic Word (or similar knowledge)
Learn to create fliers to boost your business. We'll insert objects, size and crop pictures, edit objects, and learn copy and move, print/print preview, and spell check.

Publisher II (Office 2003)
Prerequisite: Publisher I
We will create a two-page, tri-fold document by connecting text boxes, inserting your default logo and including page references for text-overflow objects. We make a brochure using a template provided in Publisher as well as create one from scratch.

Publisher II (Office 2007)
Prerequisite: Publisher I
We will create a two-page, tri-fold document by connecting text boxes, inserting your default logo and including page references for text-overflow objects. We make a brochure using a template provided in Publisher as well as create one from scratch.

Realist Tax System
Learn to use the Realist system to find any property's tax information. Export tax data to Excel or Word for marketing and database puposes. Find comparable properties, including FSBOs, from the tax records. Realist will also populate tax data to your TEMPO listings.

TEMPO Add/Edit Listings and Media
Learn to add and edit listings in TEMPO. Also, learn to attach media to listings including photos, Web addresses, virtual tours and documents. Make your listings show up in more searches.

TEMPO Custom Made
Learn to create custom reports and searches that can be used for client properties and updates. Reports can be used to display custom data or to export for another application. Also learn how to use the TEMPO Report Editor for custom reports with photos.

TEMPO Practical Apps-Buyer's Agent
Learn to use TEMPO more effectively for your buyer. Topics include saving searches for a client, making a client a prospect with automatic searches, creating custom one-line reports, e-mailing listings, archiving searches, searching tax records and creating CMA reports for offering prices.

TEMPO Practical Apps-Listing Agent
Learn to use TEMPO more effectively for your seller. Topics include archive searches, comparables from the tax records (including FSBOs), CMA reports for possible listing price, adding media to listings, open houses, seller net sheets and productivity reports.

TEMPO Searches, E-mail and Mapping
This class will offer an in-depth look at the TEMPO mapping functions, e-mailing from

TEMPO and completing successful searches in TEMPO. Master all options on the "Quick Search" screen and e-mail and map like a pro.

Word – Mail Merge
Prerequisite: Basic Word
Make your letters look personalized and don't spend too much time on each one. A must-have class for Realtors® who will be reaching out to many clients.

Word – Tips and Tricks
Prerequisite: Basic Word C
Learn neat tricks to work most efficiently with Word. Discover AutoCorrect, drag and drop, and the Office Clipboard.

Word I (Office 2003)
As we create a letter, we'll learn to select text, use spell and grammar check, cut/copy and paste, format text with bold/color, insert bullets/numbers, print/print preview, and generate an envelope.

Word I (Office 2007)
As we create a letter, we'll learn to select text, use spell and grammar check, cut/copy and paste, format text with bold/color, insert bullets/numbers, print/print preview, and generate an envelope.

Word II (Office 2003)
Prerequisite: Word I
Learn to mail merge and make your letters look personalized. We will create an Excel database, merge to a letter, and create a set of labels and an envelope. A must-have class for Realtors® who will be reaching out to many clients.

Word II (Office 2007)
Prerequisite: Word I
Learn to mail merge and make your letters look personalized. We will create an Excel database, merge to a letter, and create a set of labels and an envelope. A must-have class for Realtors® who will be reaching out to many clients.

Word III (Office 2003)
Prerequisite: Word I and II
Learn neat tricks to work most efficiently with Word. Discover AutoCorrect, file management, creating tables, password-protecting a document, drag and drop, and the Office Clipboard.

Word III (Office 2007)
Prerequisite: Word I and II
Learn neat tricks to work most efficiently with Word. Discover AutoCorrect, file management, creating tables, password-protecting a document, drag and drop, and the Office Clipboard.