

# Concepts By Cash Cash Hester

*Business Etiquette and Image Consultant*  
*“Empowering People with Knowledge and Confidence”*

## Now You Know

*Facilitator- Tracy Stevens, Technology and Social Media Expert*

Obtain the basic understanding and knowledge of Microsoft Office Power Point and Excel programs. Learn how to create reports, documents and presentations using a variety of techniques, text, images, color, and design.

## Other Classes Recommended

Understanding Social Media.....And How it Works

Most workshops are 2-6 hours,  
with some being offered in 2-parts.

**Facilitators are available as Guest Speakers.**

“Private Sessions are Available for Select Workshops”

For more information, please contact Concepts By Cash.

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410 433-5383-P 410 433-2118  
1190 West Northern Parkway, Suite 418, Baltimore Maryland 21210