



BAASAC Basics

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Beltsville Area Administrative Support Advisory Council



Spotlight

AgLearn

Learning just got easier!

**Upgrading to Microsoft 2007?
It's easier than you think!**

AgLearn can be your one-stop shop for all your Microsoft 2007 needs. In addition to the many online courses, AgLearn provides access to the Microsoft Office 2007 KnowledgeCenter! Connecting to the experts, roadmaps, and practice labs are just a few of the hands on resources that you'll find in the KnowledgeCenter. Most importantly, these resources are available at *no cost to you* since your Agency has prepaid for your license! AgLearn is continually adding new courses, videos, books and other resources. So visit www.aglearn.usda.gov to check it out today!

A few course options are listed below, please check out AgLearn to help get you up to speed with Microsoft 2007.

- Microsoft Office 2007 KnowledgeCenter
- Getting Started with Microsoft Office Word 2007
- Editing and Proofreading Documents in Microsoft Office Word 2007
- Formatting Documents in Microsoft Office Word 2007

There are many other courses and training opportunities. Check out AgLearn and improve your productivity!

Help Us, Help You!

Do you have ideas for upcoming trainings? Do you have great administrative support news/tips that you think should be shared with other administrative support personnel?

Email Us:

Ba.baasac@ars.usda.gov

Vocabulary Upgrade

Voluminous (*adj.*)
vo-lu-mi-nous

Having great volume, fullness, size, or number; ample or lengthy in speech or writing: voluminous paperwork.

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Motivational Quotes

"Mistakes are the portals of discovery."

- James Joyce

"The harder you work, the harder it is to surrender."

- Vince Lombardi

<http://arsnet.usda.gov/baasac/>