

# Microsoft Office Design

*for*  
EVERYDAY  
DOCUMENTS



SET Consulting's Microsoft Office Design raises the level of professionalism in an organization's living documents. SET does not just deliver attractively formatted Office documents, we ensure that ***your everyday documents retain their rich design*** after you've altered them.

## SERVICES OFFERED

Software Efficiency Training  
Add-in Development for  
Microsoft Office 2000–2007  
Document Templating  
Excel Reports  
Proposal Automation  
PowerPoint Templates

## SUPPORTED TECHNOLOGY

Word ■ Outlook ■ Excel  
PowerPoint ■ OneNote ■ VBA

Do you find your office still worrying about formatting when a deadline is looming? Are your living documents (proposals, manuals, reports, etc) as refined and professional as your marketing collateral? Our Microsoft Office Design will save your employees time and make their work product more professional.

## SET DESIGNS *LIVING* DOCUMENTS

Design traditionally focuses on the final product rather than changeable, living documents. Word documents are not created like fliers, PowerPoint slides need to be flexible and fast, and Excel spreadsheets are more than giant tables.

These programs' documents are continually updated and used as the basis for other documents. Unfortunately, designers are rarely trained in these applications, and even less frequently are they familiar with how to structure documents to last in a changing workplace. SET Consulting, with its roots in Office training and development, designs documents that survive many generations of revisions.

Our sophisticated templates include editable examples, custom toolbars, linked Tables of Contents, and a layout that's intuitive to people familiar with Microsoft Office.

But don't just take our word for it . . . 

"Using SET's templates for our sales proposals, business assessments, and financial projections has changed the way Jacoby runs its business. All of our material and work product are consistent and attractive, and we spend much less time working with them than we did before.

"I've enjoyed working with SET Consulting for many years and continue to highly recommend their services to my clients."

**Art Jacoby, Principal**  
Jacoby LLC

Solutions for  
Microsoft  
Office:



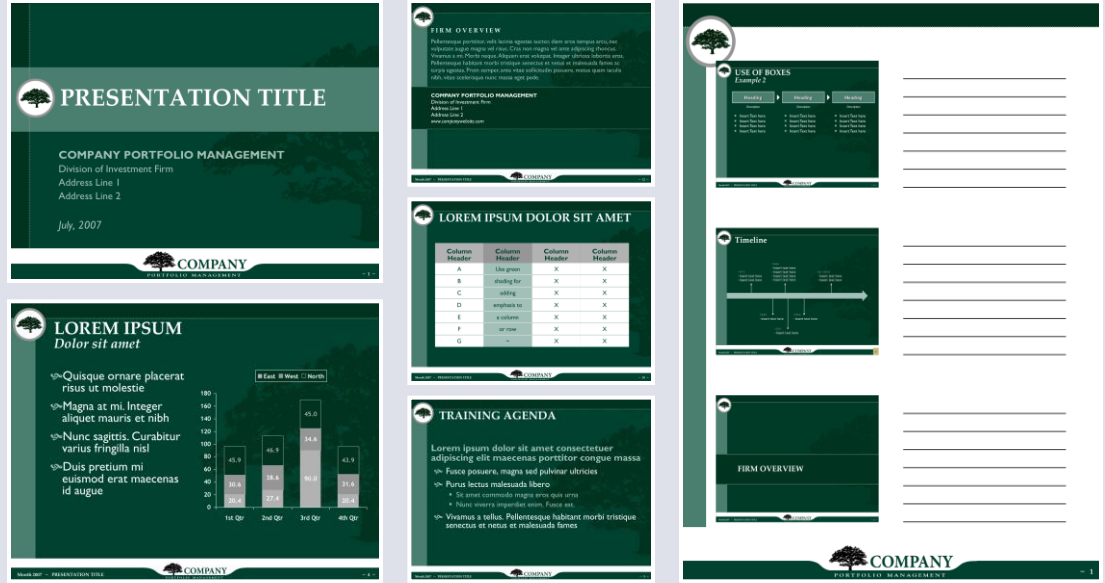
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# Office Design examples

## POWERPOINT TEMPLATES

When clients approach us for "PowerPoint training" we're quick to point out that we can't teach their staff how to be creative...nor would they want us to. That's what got us involved in PowerPoint design: we create templates that are easy to maintain, professional, and handle the diversity of an organization's presentation needs. Then we step in and make sure the staff can work with them. To the right you'll find one such template.



## WORD AUTOMATION

SET loves Microsoft Word because we can not only design compelling material but enforce its look and feel. Whether its for proposals, manuals, engagement letters, or technical specifications, Word is the application with which businesspeople are most comfortable. Unfortunately, comfort does not equate with design skill. That's where SET's tools enter the picture. To the right you'll see a toolbar that enforces the design of a proposal template we designed and automated.

Insert a cover page, table of contents, or fields

Body Text

Numbered Outline

Headings 1-5

Bullets

Emphasis

Modify the client name, or other fields throughout the document

Format all tables to consistent styling

## EXCEL DESIGN

Do you have to present numerical information? Do you have forms that seem intimidating to fill out? We work with accountants, financial planners, HR professionals, and other businesspeople to make their data and forms easy to read and work with. When we're done, the typical reaction is, "wait, that's Excel? Wow."

START	DESCRIPTION	TO MAKE IT HAPPEN	COST
N 1	Lotus Edge		\$40,000
Y 2	Fuji/tau Tablet PC P1410	Study the masters	\$2,300
N 3	Exercise equipment for garage	Courses and study abroad	\$1,000
4			
5			
			TOTAL \$43,300

Category	Annual	Total Monthly Rate	Employee Monthly Rate
Individual(s)	\$1,200.00	\$376.00	\$175.00
Employee(s) with Child(ren)	\$2,400.00	\$756.00	\$175.00
Employee(s) with Spouse	\$2,400.00	\$623.00	\$175.00
Family / Families	\$2,400.00	\$75.00	\$175.00