PayneGroup Launches Master Series: Office 2016 Upgrade Class

SEATTLE, WA – March 28th, 2016. PayneGroup has changed the format of its Master Series class to expand beyond in-depth training on the Microsoft Word program to also include what's new in Excel, Outlook and PowerPoint 2016.

For twenty years, PayneGroup has offered its signature Master Series class. The class originally started as a five-day, new-to-product course, which was essential when organizations were first moving from WordPerfect to Word. The class was later shortened to three days, focusing solely on Word. Now with the mounting expertise on Microsoft Office within organizations, the structure has again been altered to include two full days of high-end information on using, training and supporting Word 2016, followed by another day covering the other Office applications.

The first two classes in this new format, delivered this month, were very well received. Evaluations from these inaugural classes include comments such as, "Our instructor for the Master Series class was excellent, extremely knowledgeable and got the class moving with a great sense of humor," and "the course content and materials were pertinent and comprehensive, and our attendees left the session primed to prepare, deliver and support our upcoming rollout. It was a great investment!"

In addition to Master Series, PayneGroup offers a companion Office 2016 Migration Roundtable service, which is a two-day onsite meeting where a PayneGroup specialist meets with your migration team to discuss configuration, installation and deployment, cloud options, and much more. All information discussed and setting options established during the meeting are documented in a comprehensive report and spreadsheet.

About PayneGroup

PayneGroup is a leading provider of secure communication software including the Outlook Send Assistant, which prevents Reply to All, Bcc and other potential accidental disclosures, Redact Assistant, which is a redaction tool for Word and Excel files, and Metadata Assistant, the first metadata removal software on the market. The Workflow product division includes Forms and Numbering Assistants, which aid in the creation and formatting of documents. PayneGroup provides extensive professional services, ranging from software migration consulting, training and help desk services to project management and courseware development. PayneGroup has also authored 13 books on Microsoft Office, including our latest book, *Word 2013 for Law Firms.* For more information about PayneGroup, see www.thepaynegroup.com or follow PayneGroup on twitter at www.twitter.com/paynegroup.

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