

Build your business
foundations!

Creating your Business Tools

By Cátia Cassiano

Module 1



Lecture 1:

- Introduction



Lecture 1

We will cover these skills:

- Small introduction of the instructor
- Small introduction of the course

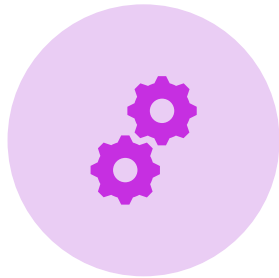


Hi I am Cátia Cassiano!

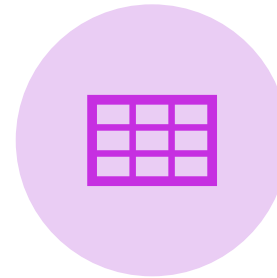
- I am a Certified Translator from English to Portuguese.
- I am founder of Updated Words. A business that started as a Team of Independent Translators now it is just myself.
- I am passionate about my job, and I want to use my experience to empower others to achieve their goals.
- In this course I will share the tools I created to run my business, so you can easily create yours.



This is what you will learn in the course



Build your Business Management System using Microsoft Access



Build your Invoicing System using Microsoft Excel



Build a Timesheet Support using Microsoft Excel



Build your Glossaries using Microsoft Access



At the end of the course

You will have a full set of tools that will help you run your business easily with confidence!