

***Release Source: Melanie Gass**

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Melanie Gass Aims to Change American Work Lives through the Computer

WEST ORANGE, NJ—September 21, 2006—Melanie Gass teaches working Americans how to save time in their workday using their number one office tool; the computer. Her new book titled *It's All About You!* fuels this effort by providing the best time saving tips in Microsoft® Office® everyone can relate to.

It's All About You! is a step-by-step guide to helping the typical office worker save time in their workday. The guide focuses on the Microsoft® Office® suite, providing ten time-saving tips in Word®, Excel®, PowerPoint®, and Outlook®. Real-world business examples are included for point of reference, and detailed instructions address the needs of even the most computer illiterate.

Melanie Gass wrote *It's All About You!* to help working Americans save time so they can enjoy their life. Gass believes that industry and job consolidation run rampant in today's workplace. This shift translates to more work per employee with longer work hours, and it's been accepted as a norm. Companies enforce cost saving measures, and training is now termed a luxury. Saving time is becoming a key priority in work lives, but the computer is often overlooked. Through her book, Gass intends to break these trends by showing America's workforce time can be saved using the computer, and companies can save money by allowing their employees to work smarter.

"My hope is to change the way American office workers get through their workday," said Melanie Gass. "I see people struggling everyday, and their wish is to spend more time doing what they love outside of work, but they don't know how to break free to enjoy what matters most; their life. My new book will provide the tips needed to save at least five to ten hours per week. It could save thousands of dollars and additional overhead expenses for a large company. For such a small investment, the payback is enormous. There's only room to succeed"

Link to Publication*: <http://www.lulu.com/tips> Also available on Amazon.com

ABOUT AUTHOR

Melanie Gass has been an expert in Microsoft® Office® since 1998. She owns a computer training company called CenterPoint Solution, which focuses on providing time-saving training for corporate needs nationwide.

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