



*Let's face it...
we are all time poor*

Shortcut Saturdays give you **maximum** results in a **short** block of time, without overwhelming you.

When using a computer, ultimately you'll get the result you want (or not).

These ½ day **hands-on** sessions, packed full of **time-saving** tips will make your computer day **EASIER** and more **EFFICIENT**.

Guided by the Trainer and subject to your choice of session you will come away with:

- 🖱 Beautiful tailored **Ribbons**
- 🖱 Greater **keyboard shortcut skills** (saving you time and making your day easier and more efficient - the combination of keyboard strokes with mouse skills help prevent RSI (Repetitive Strain Injury).
- 🖱 Your very own Quick Access Toolbar
- 🖱 Quicker ways to **move around** your machine/work
- 🖱 Magical introductory **Excel** Formulae
- 🖱 Death by **PowerPoint** – not!
- 🖱 **Outlook** Overload? – time-saving tips
- 🖱 Management of **images/pictures**
- 🖱 Avoid – **I can't find my file!**
- 🖱 **Social Media** time-savers
- 🖱 **Data** admin
- 🖱 **Personalised emails, letters** with **Mailmerge**
- 🖱 **Tailor your own**
- 🖱 **Troubleshooting Clinic** and much more...

Bring your Windows laptop and questions and leave with a tailored **time-saving TO YOUR NEEDS** machine, plus a surprise treat or 2!

Cost

£37 per 10.15 am – 12.45 am session, including light refreshments

5-4-4 – Buy 4 sessions in advance, get the 5th FREE!