

One Weird Trick

“Faster, Must Go Faster”

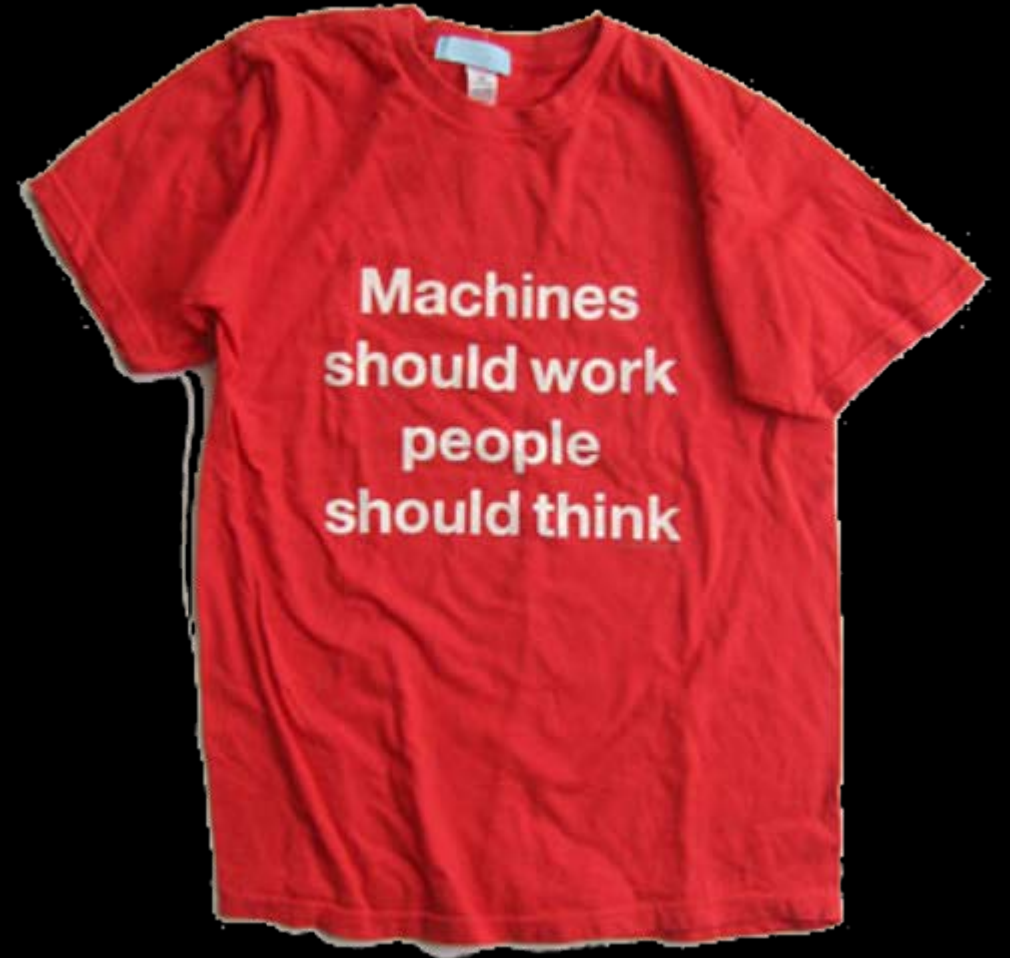
What makes a computer FASTER? Partly the inside stuff...



What we *really* want is to get work done in less time, with less effort

(This is known as the “IBM Pollyanna Principle”)

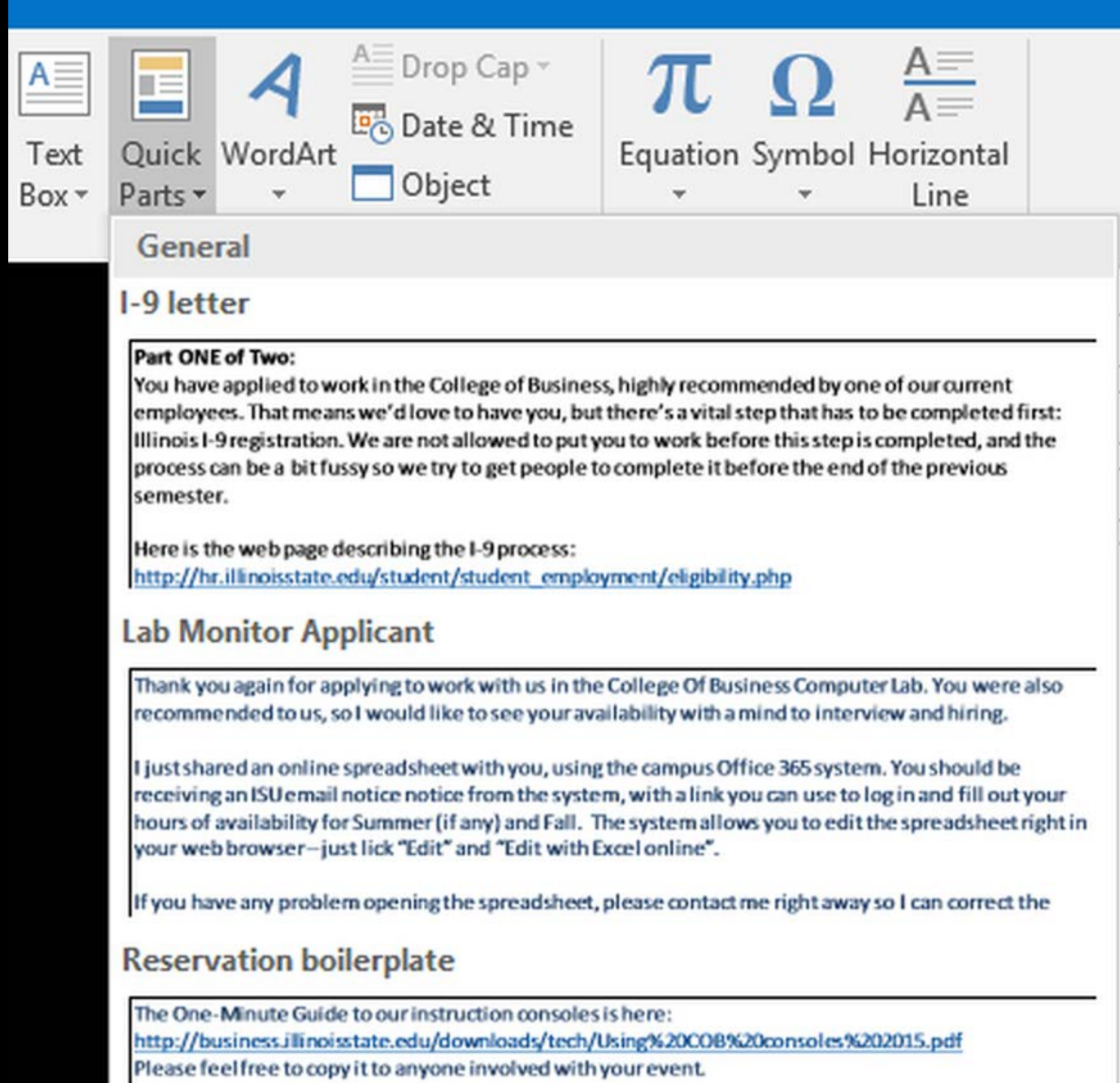
or just using the software to best advantage....



A perfect example in **OUTLOOK**...

Why type the same stuff over and over?

Use “Quick Parts” to store chunks of text and drop them in wherever you want



The image shows a screenshot of the Microsoft Word Quick Parts gallery. The ribbon at the top includes 'Text Box', 'Quick Parts', 'WordArt', 'Drop Cap', 'Date & Time', 'Object', 'Equation', 'Symbol', and 'Horizontal Line'. The 'Quick Parts' dropdown menu is open, displaying a 'General' tab with a list of saved templates. The first template is titled 'I-9 letter' and contains the following text:

Part ONE of Two:
You have applied to work in the College of Business, highly recommended by one of our current employees. That means we'd love to have you, but there's a vital step that has to be completed first: Illinois I-9 registration. We are not allowed to put you to work before this step is completed, and the process can be a bit fussy so we try to get people to complete it before the end of the previous semester.

Here is the web page describing the I-9 process:
http://hr.illinoisstate.edu/student/student_employment/eligibility.php

Lab Monitor Applicant

Thank you again for applying to work with us in the College Of Business Computer Lab. You were also recommended to us, so I would like to see your availability with a mind to interview and hiring.

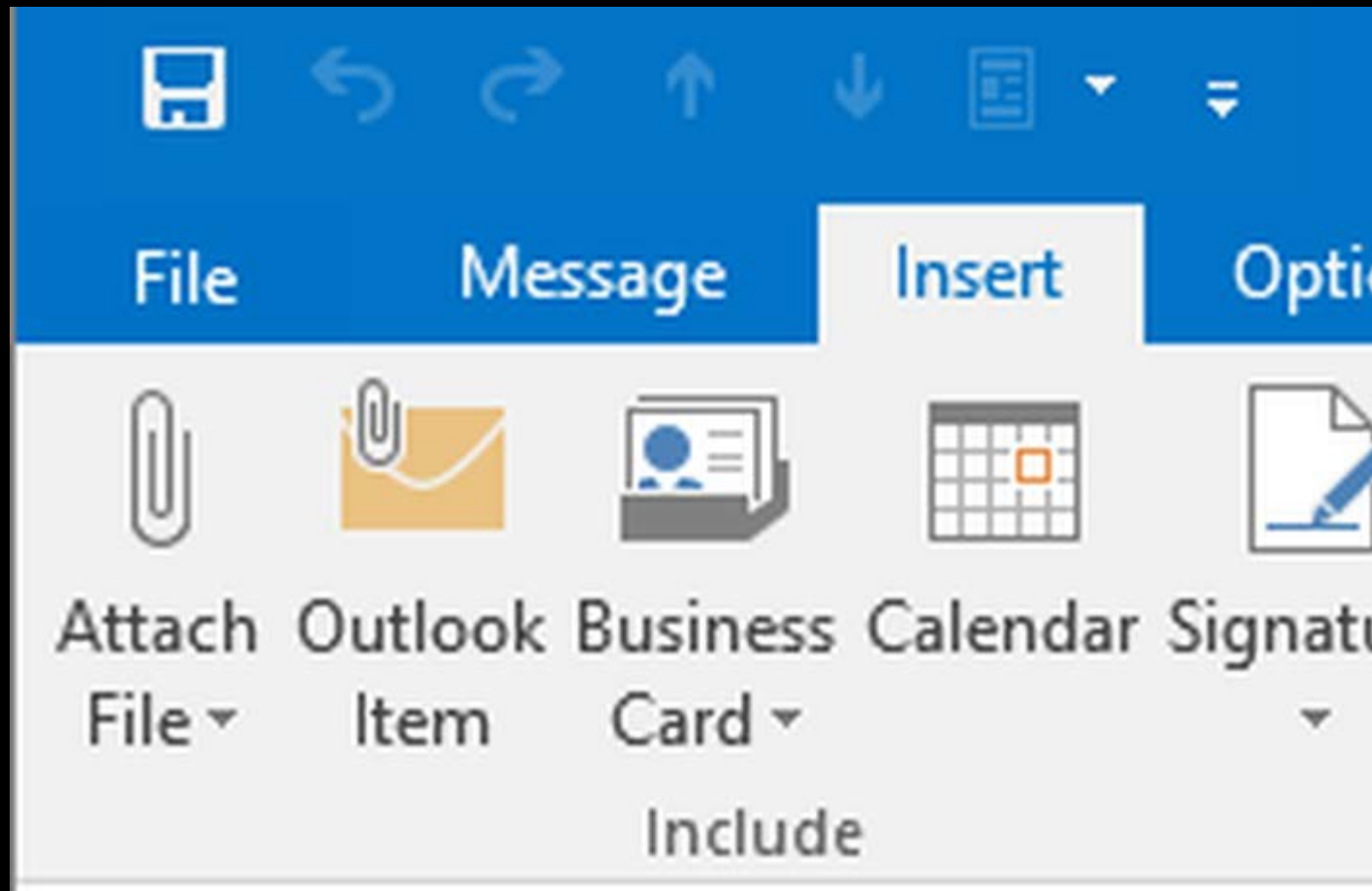
I just shared an online spreadsheet with you, using the campus Office 365 system. You should be receiving an ISU email notice notice from the system, with a link you can use to log in and fill out your hours of availability for Summer (if any) and Fall. The system allows you to edit the spreadsheet right in your web browser—just lick “Edit” and “Edit with Excel online”.

If you have any problem opening the spreadsheet, please contact me right away so I can correct the

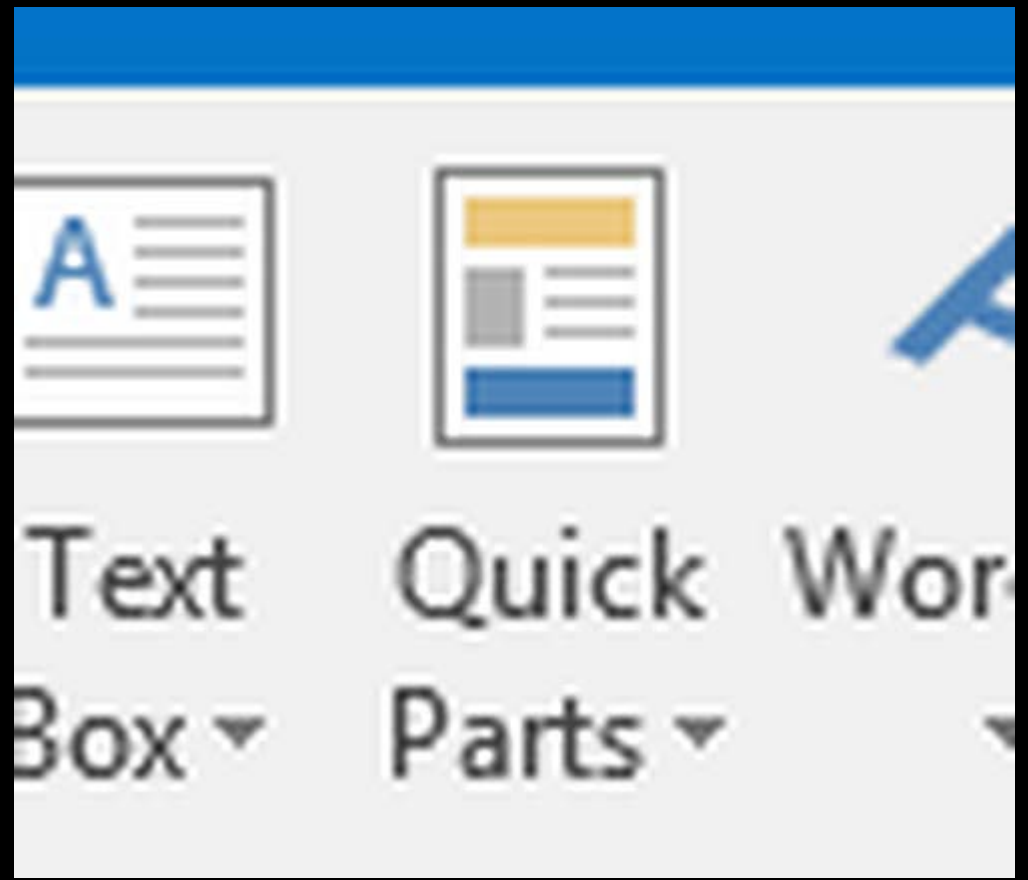
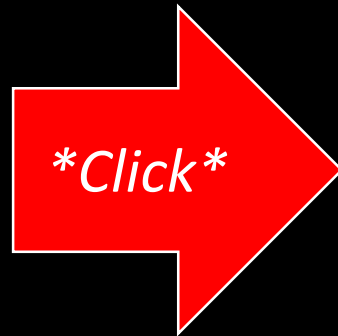
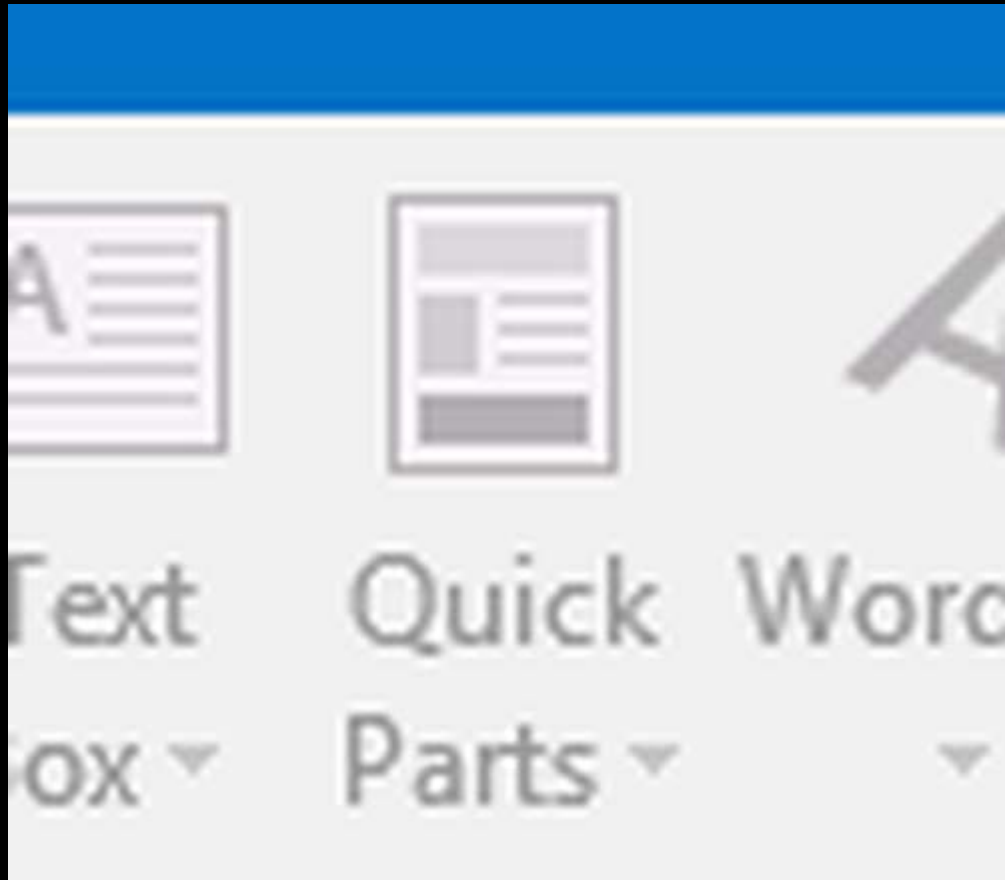
Reservation boilerplate

The One-Minute Guide to our instruction consoles is here:
<http://business.illinoisstate.edu/downloads/tech/Using%20COB%20consoles%202015.pdf>
Please feel free to copy it to anyone involved with your event.

Find Quick Part on the 'Insert' ribbon tab when creating a new email

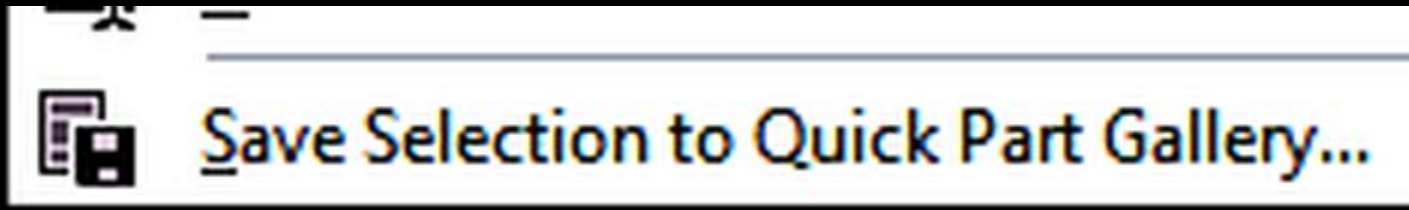
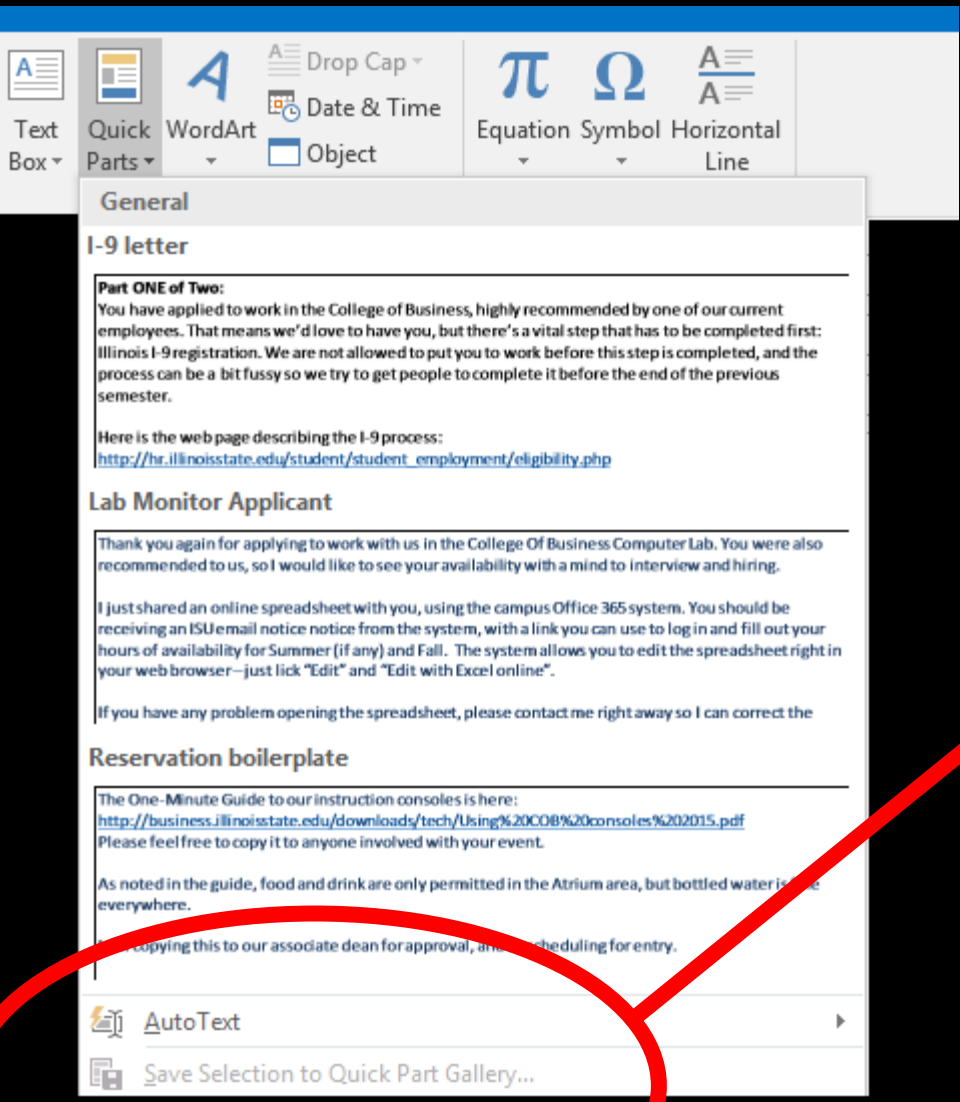


The Quick Part menu item will be grayed out until you click somewhere in the message body

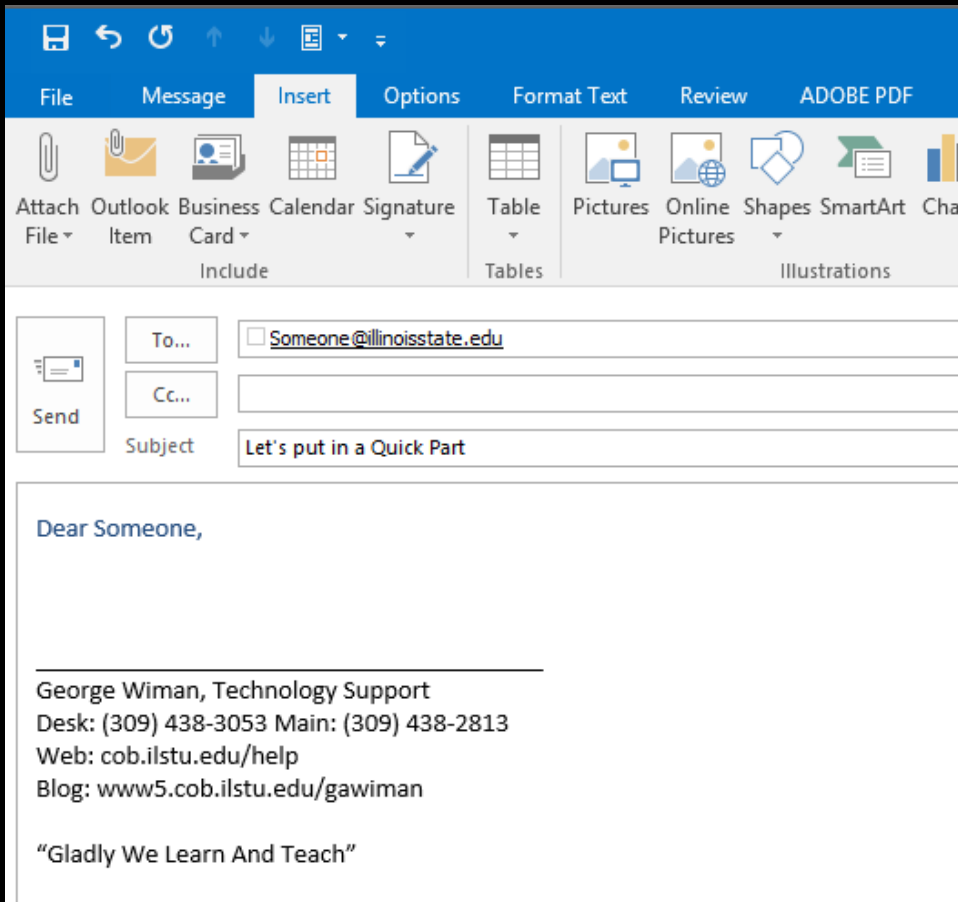


To create new 'Quick Part' ...

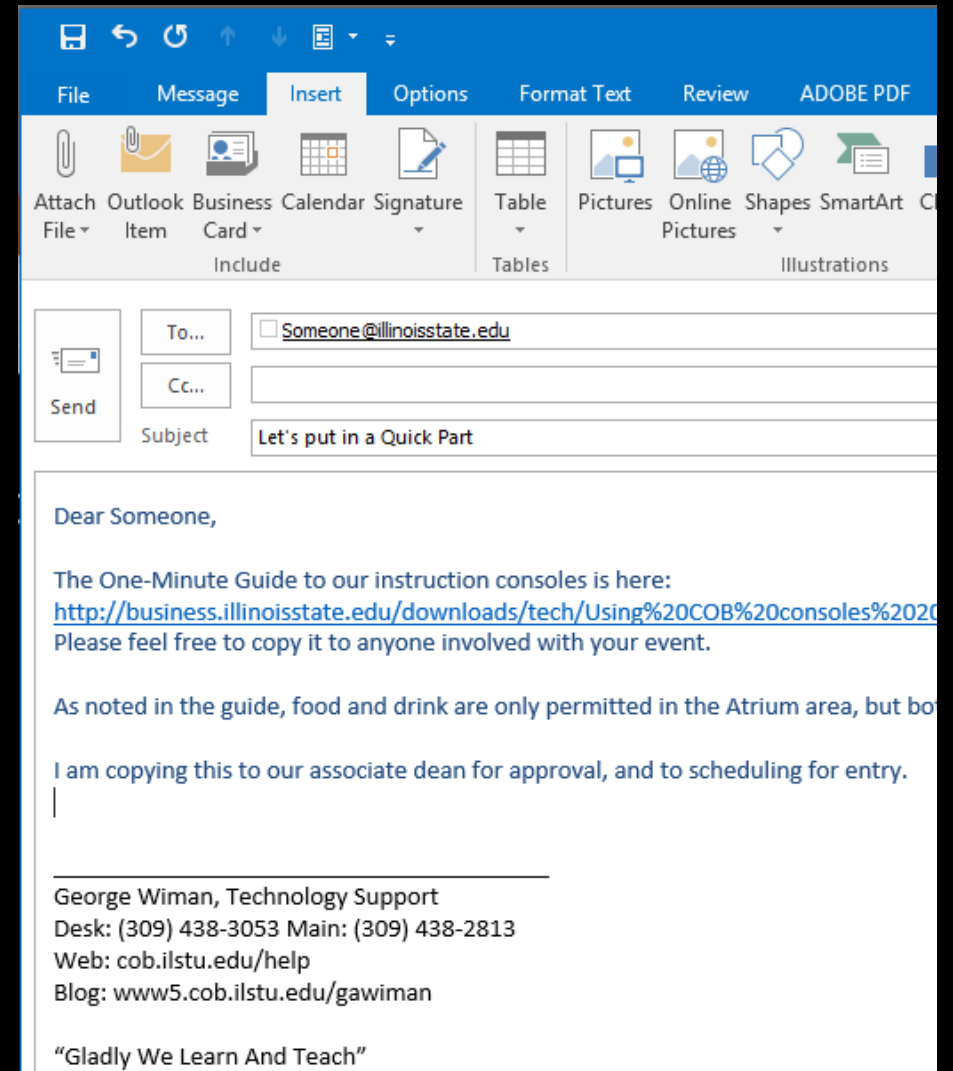
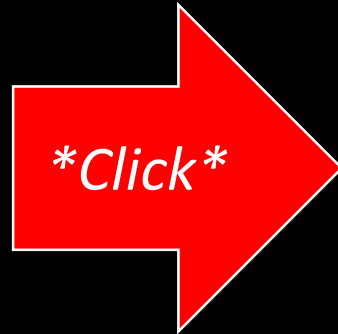
Select some text, click on Insert, then Quick Parts, then "Save Selection to Quick Part Gallery"



With Quick Parts you can turn 10 minutes of typing into 15 seconds of *“OK IT’S DONE NOW”*



The screenshot shows the Microsoft Outlook interface with the 'Insert' ribbon selected. The 'Quick Parts' gallery is visible, containing options like 'Attach File', 'Outlook Item', 'Business Card', 'Calendar', 'Signature', 'Table', 'Pictures', 'Online Pictures', 'Shapes', and 'SmartArt'. Below the ribbon, the 'To...' field contains 'Someone@illinoisstate.edu', the 'Subject' field contains 'Let's put in a Quick Part', and the email body contains a signature block for George Wiman, Technology Support, with contact information and the motto 'Gladly We Learn And Teach'.



The screenshot shows the same Microsoft Outlook interface, but the 'Quick Part' has been applied to the email body. The text in the body now includes a link to a 'One-Minute Guide' and a note about food and drink permissions. The signature block remains at the bottom.

More quick weird tricks...

The Mouse Is Your Enemy



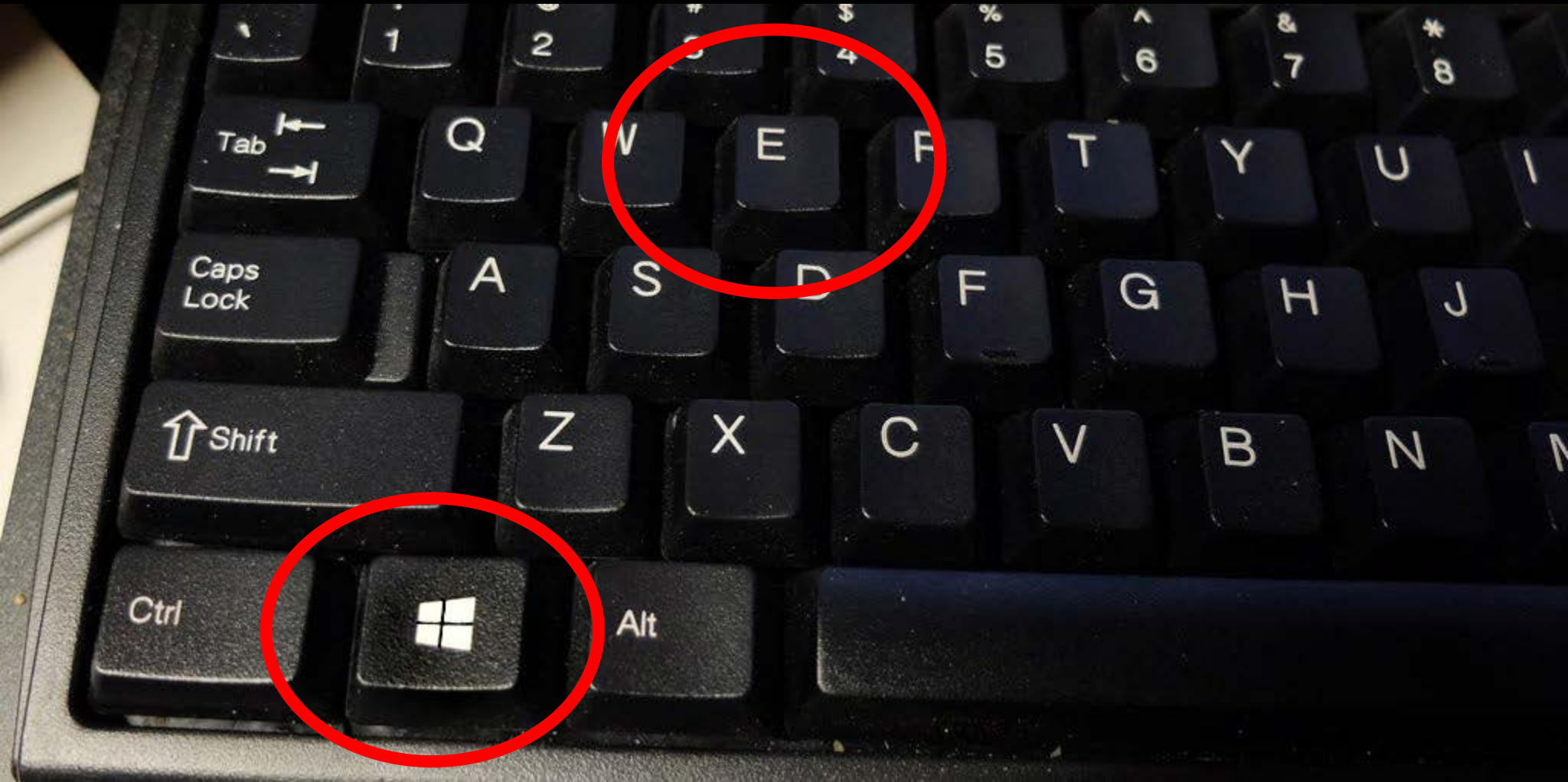
Clicking on icons,
dropping down menus,
and right-clicking, is just
plain slow...

(Plus, wrist strain,
shoulder pain, and more)

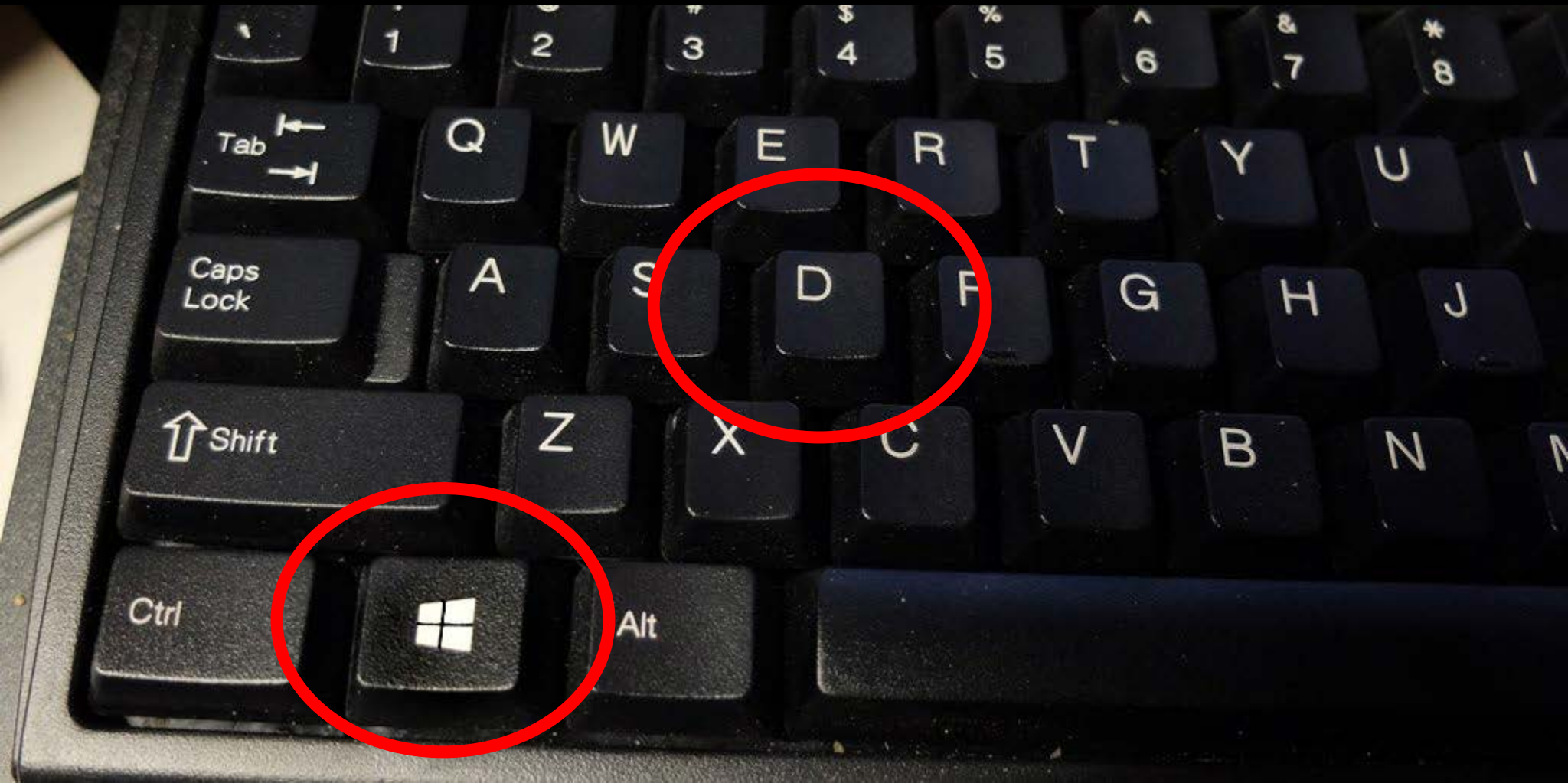
The “Window Key” gives super-powers to other keys



Window + E brings up file manager
(Yes I know it's called "Windows Explorer")



Window + D minimizes all open applications
(Really handy for finding that hidden dialog box)



Window + arrow keys will arrange your open programs on your screen(s)

(Seriously, try this! It saves a *lot* of mouse work...)



Most actions on a computer go like this:

1. Select
2. Act

This means you see something on-screen, select it, then do something to it.

For instance, maybe you see a menu, and click on it

You see some text, select it, and copy it

but there's more than one way to copy it...

The Control key has tricks up its sleeve



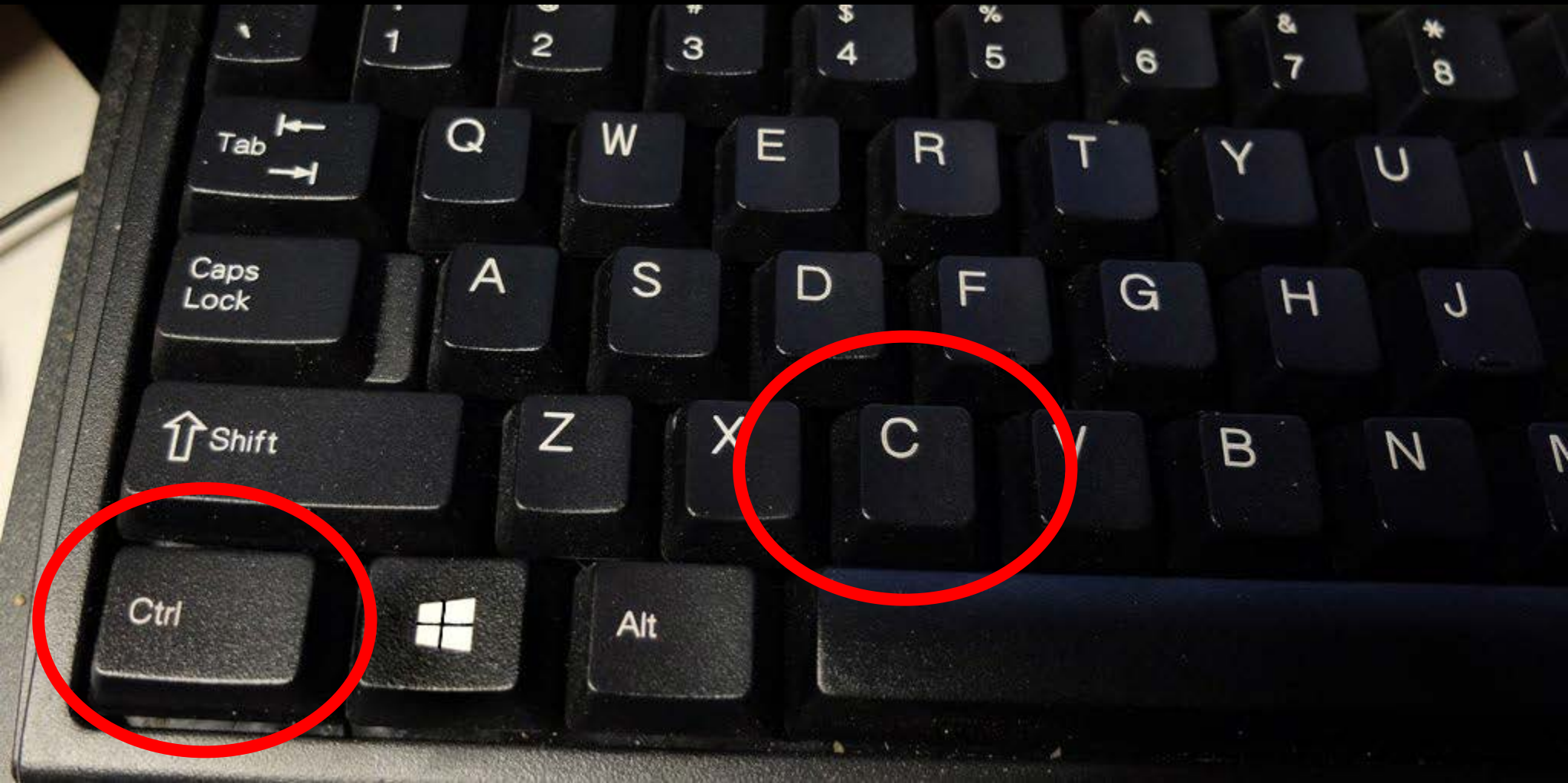
Ctrl + Z undoes whatever you just did
(Even if you don't really know what you just did)



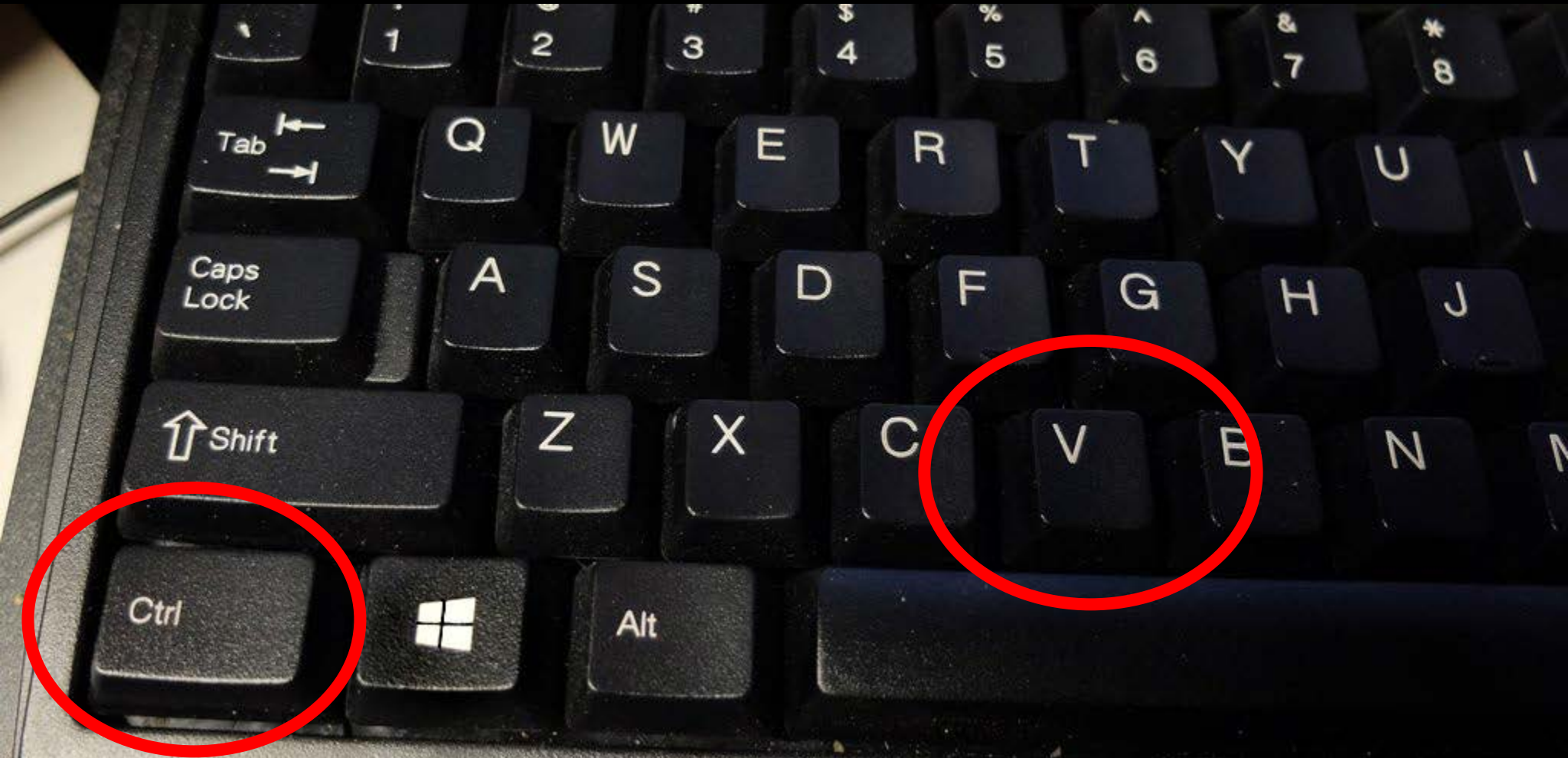
Ctrl + X cuts text and puts it in the clipboard



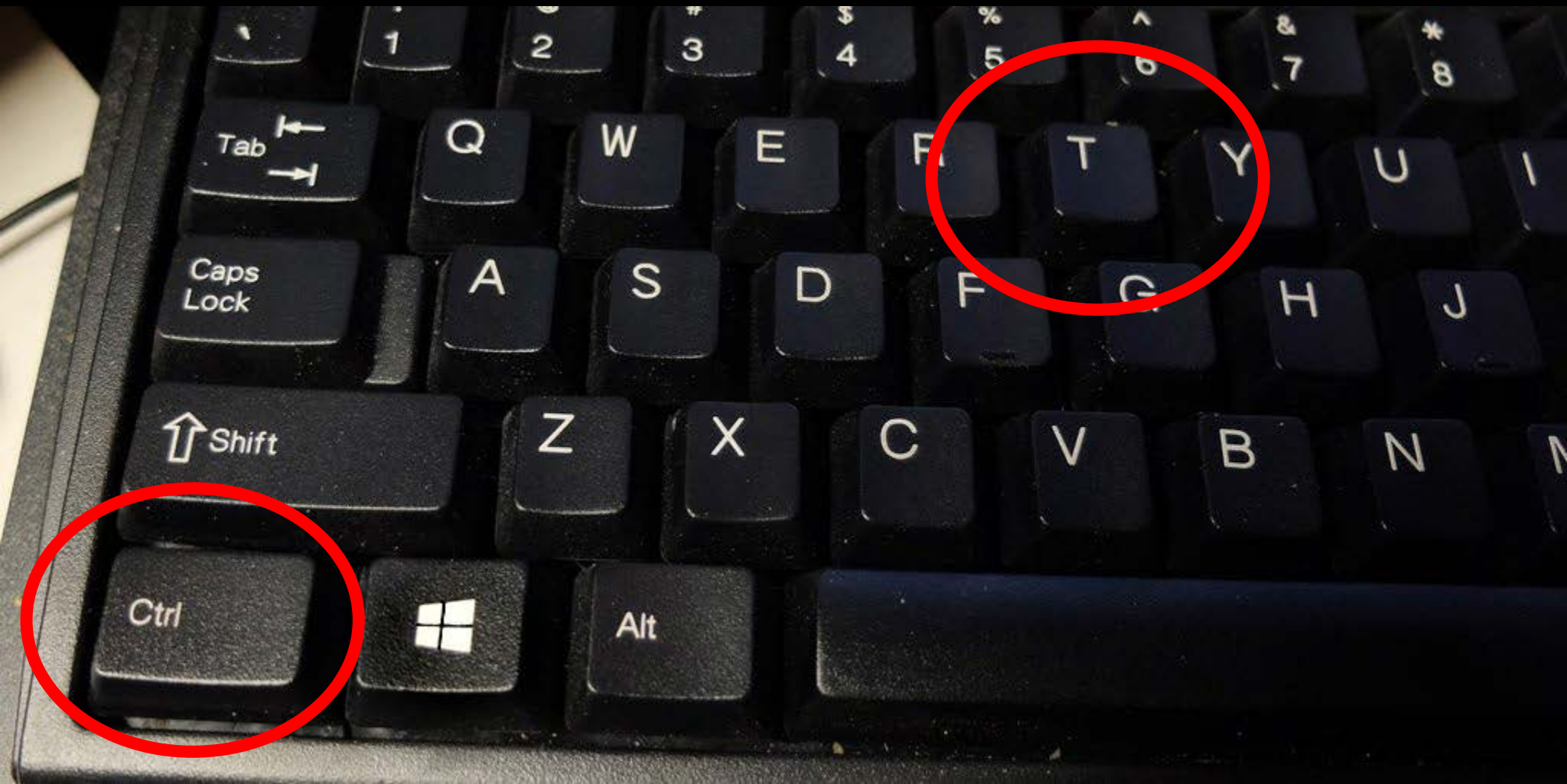
Ctrl + C copies text to the clipboard



Ctrl + V pastes text from clipboard into selected location

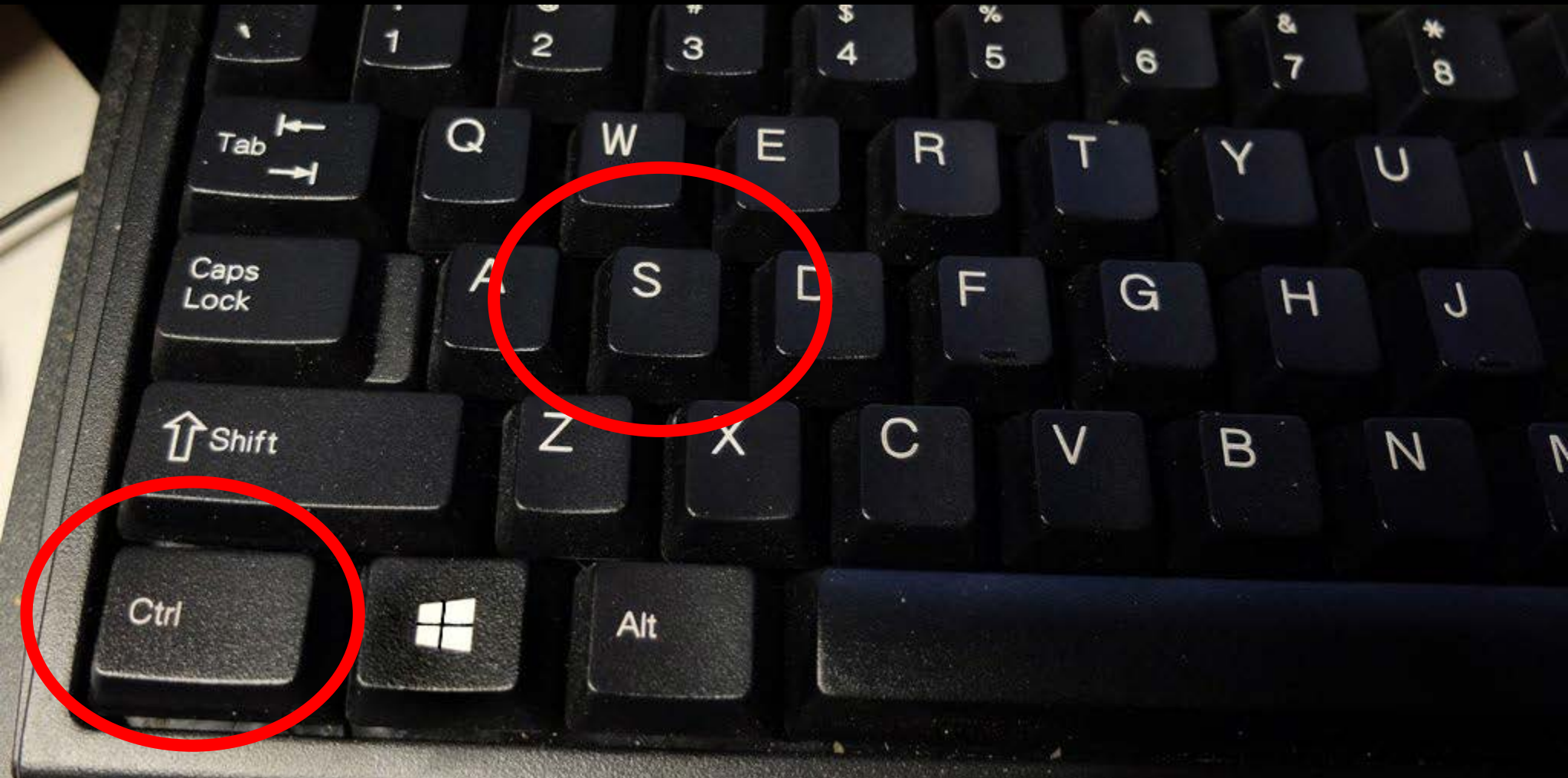


Ctrl + T opens a new tab in a web browser



Ctrl + S... SAVES YOUR WORK

(Hit this combination whenever you type something clever – as often as you like!)

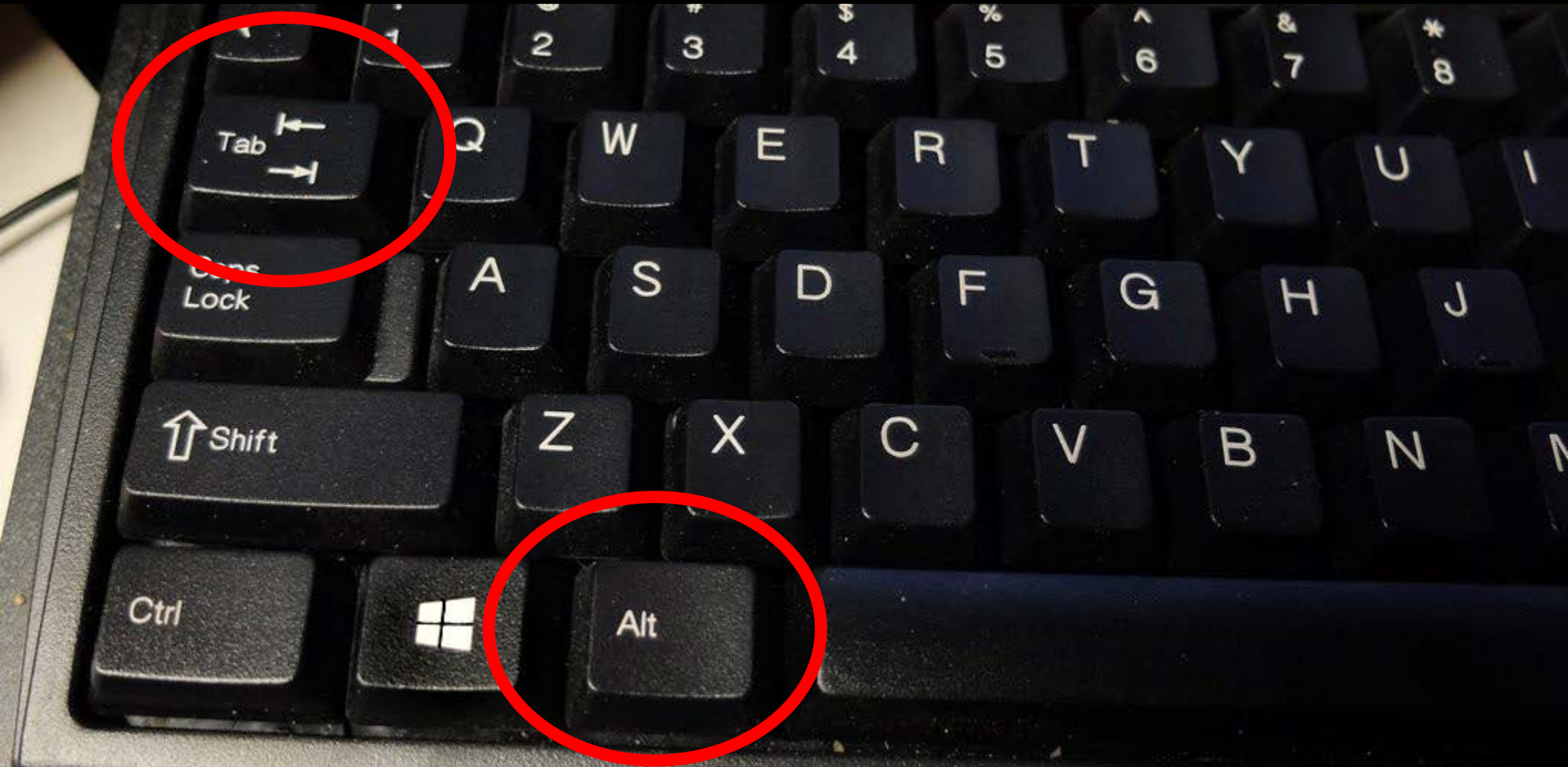


Ctrl+ and Ctrl- enlarge or reduce web browser text

(Great for when some web designer has better eyesight than you do)



Alt key does an awesome trick
(Hold down **Alt** key, repeatedly tap **Tab** key)



There's many more

... But we're out of time

Thanks!