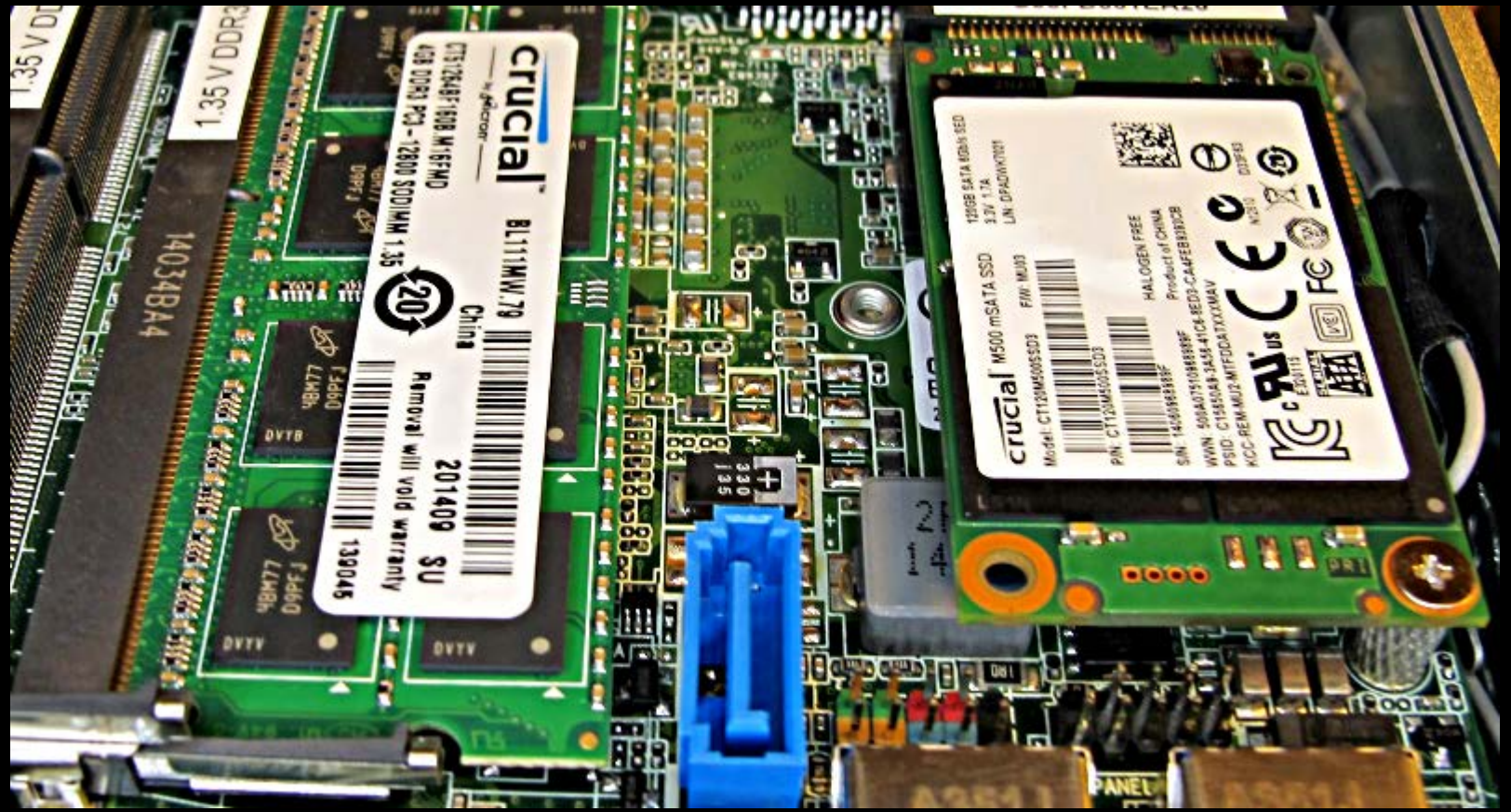
One Weird Trick

“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

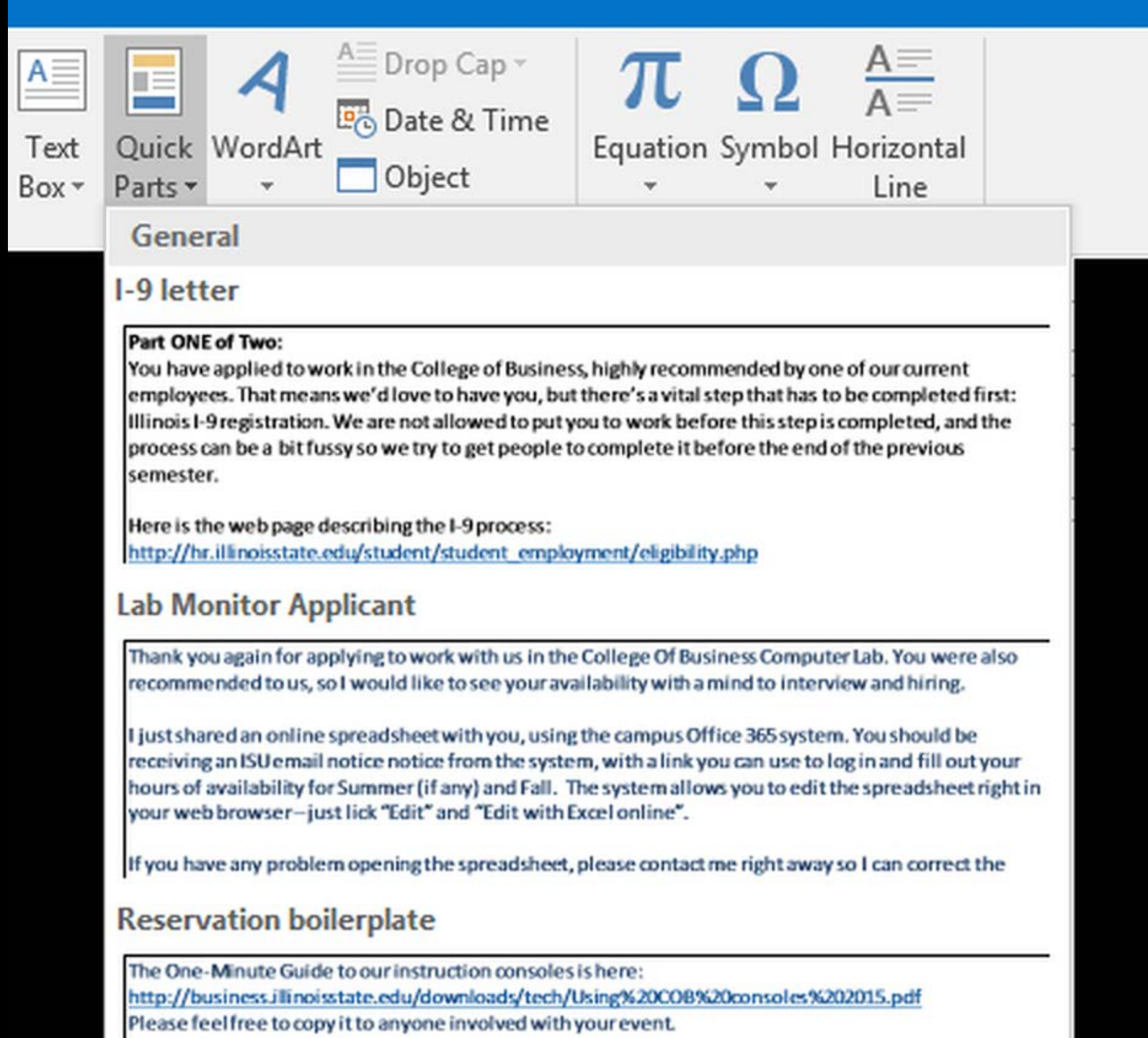
(This is known as the "IBM Pollyanna Principle")

or just using the software to best advantage….

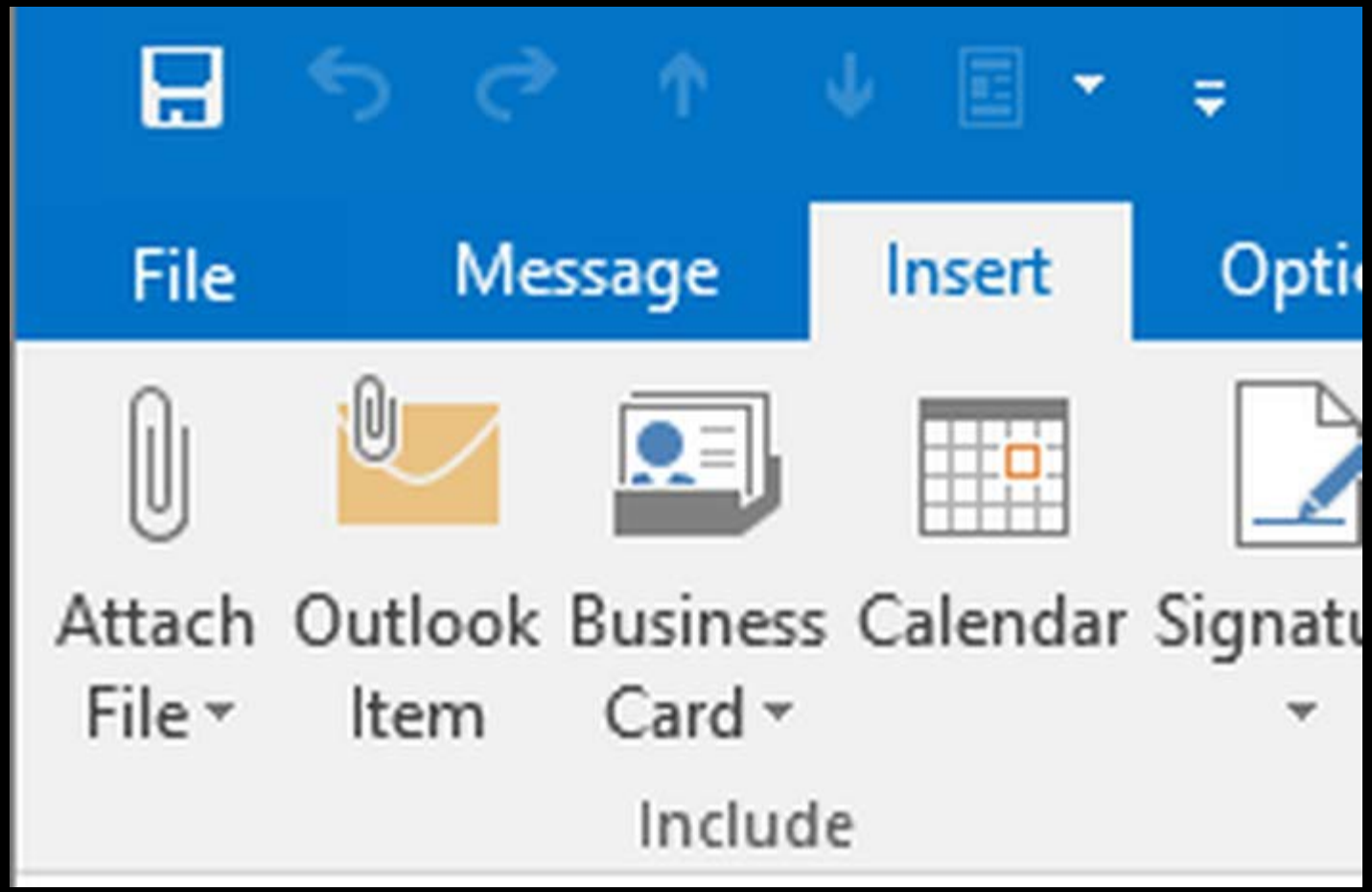
A perfect example in **OUTLOOK**…

Why type the same stuff over and over?

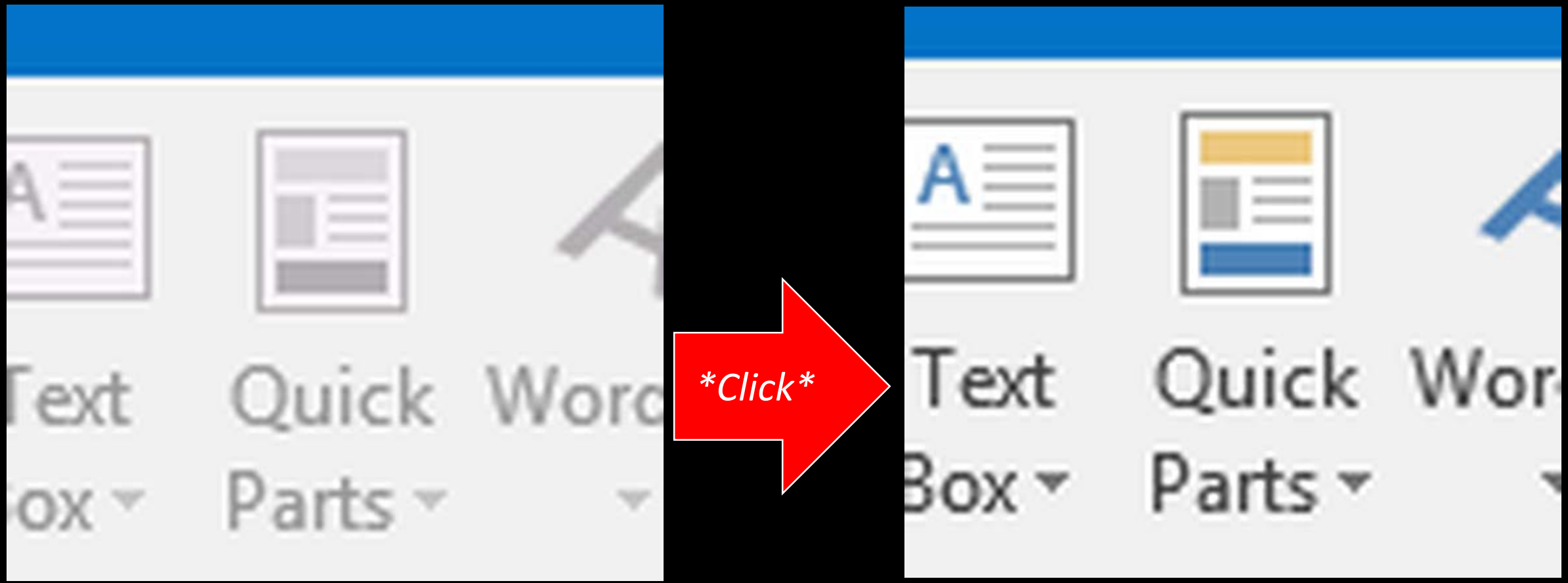
Use "**Quick Parts**" to store chunks of text and drop them in wherever you want



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

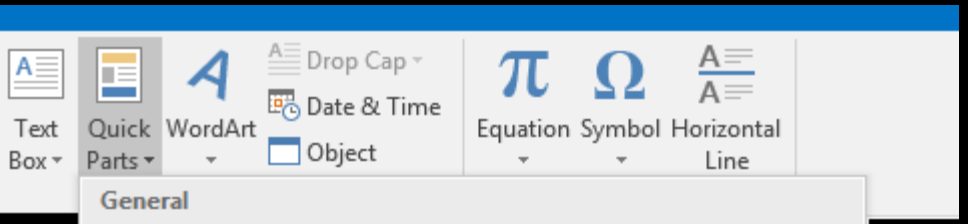


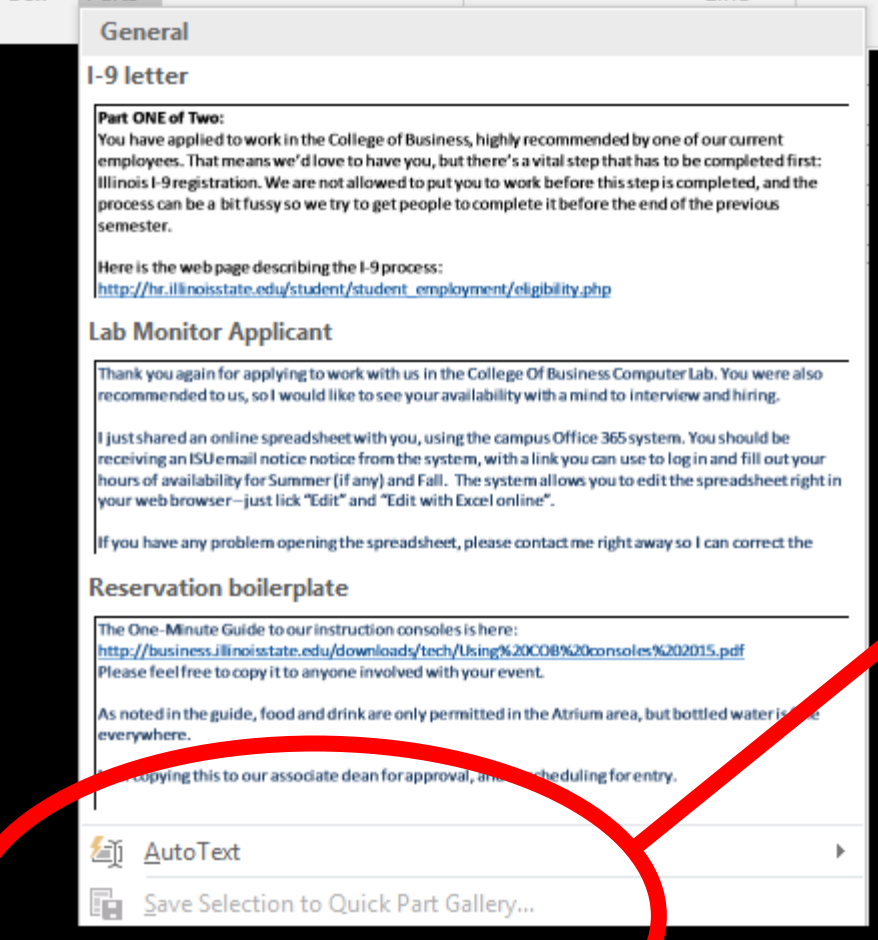
The Quick Part menu item will be grayed out until you click somewhere in the message body

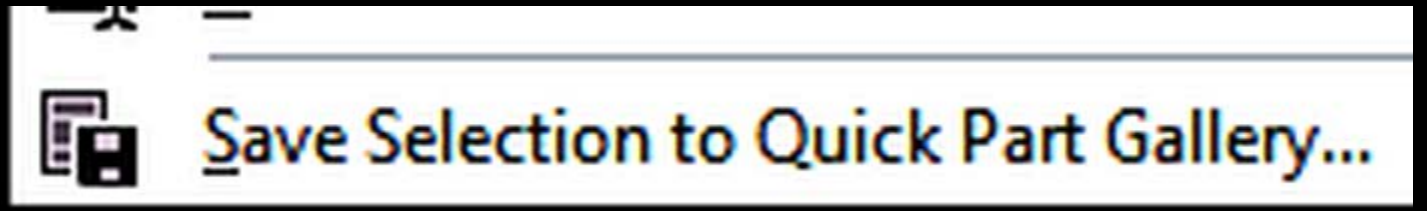


To create new ‘Quick Part’…

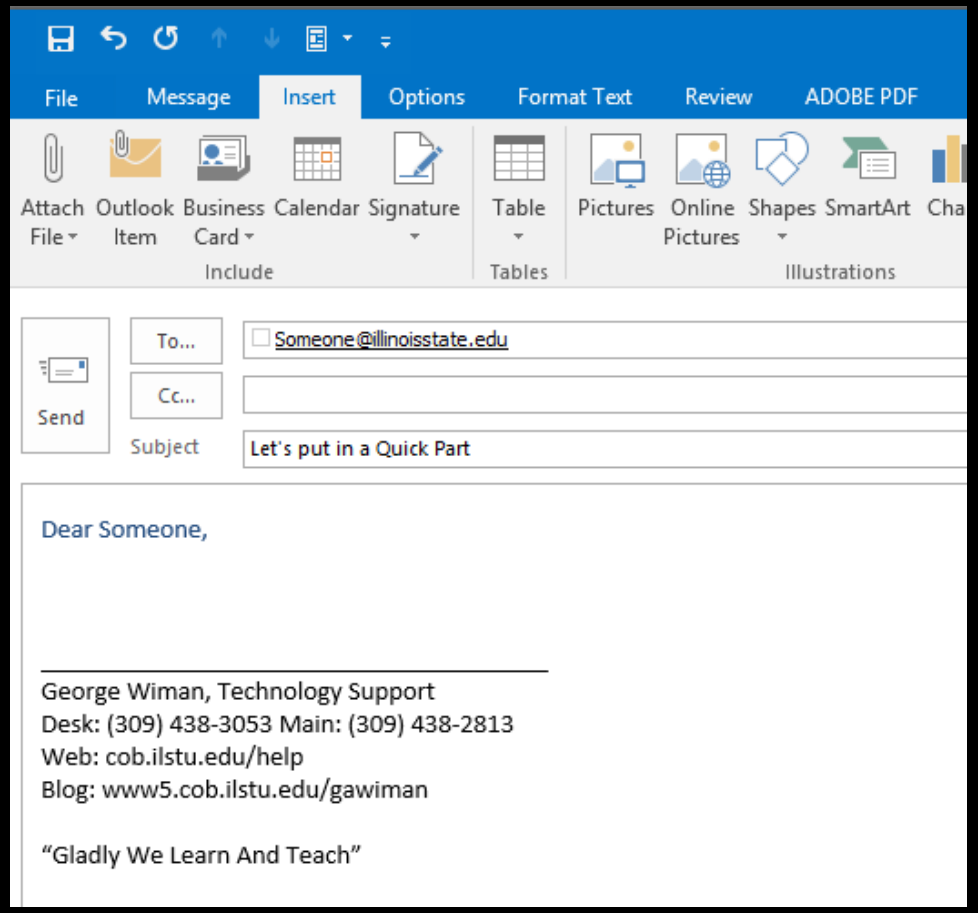
Select some text, click on Insert, then Quick Parts, then “Save Selection to Quick Part Gallery”



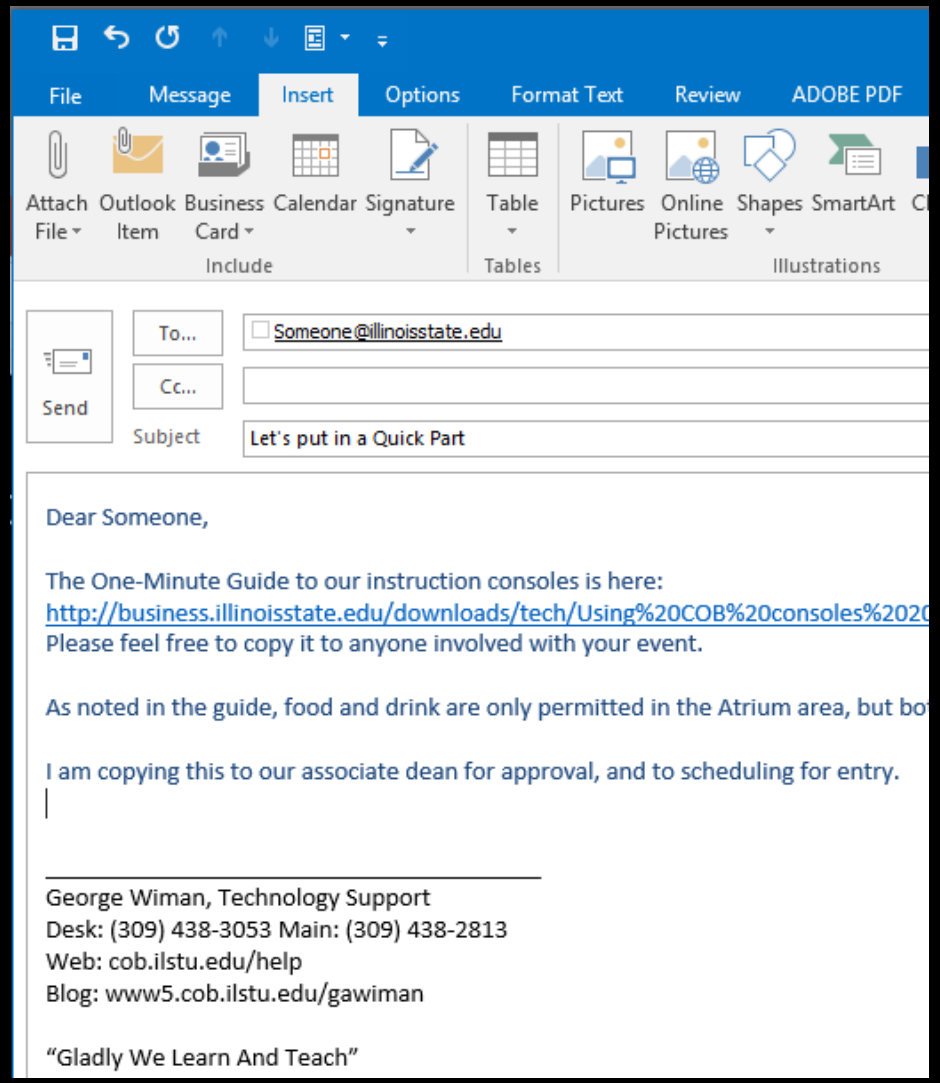




With Quick Parts you can turn 10 minutes of typing into 15 seconds of *"OK IT'S DONE NOW"*



Click



More quick weird tricks…

The Mouse Is Your Enemy

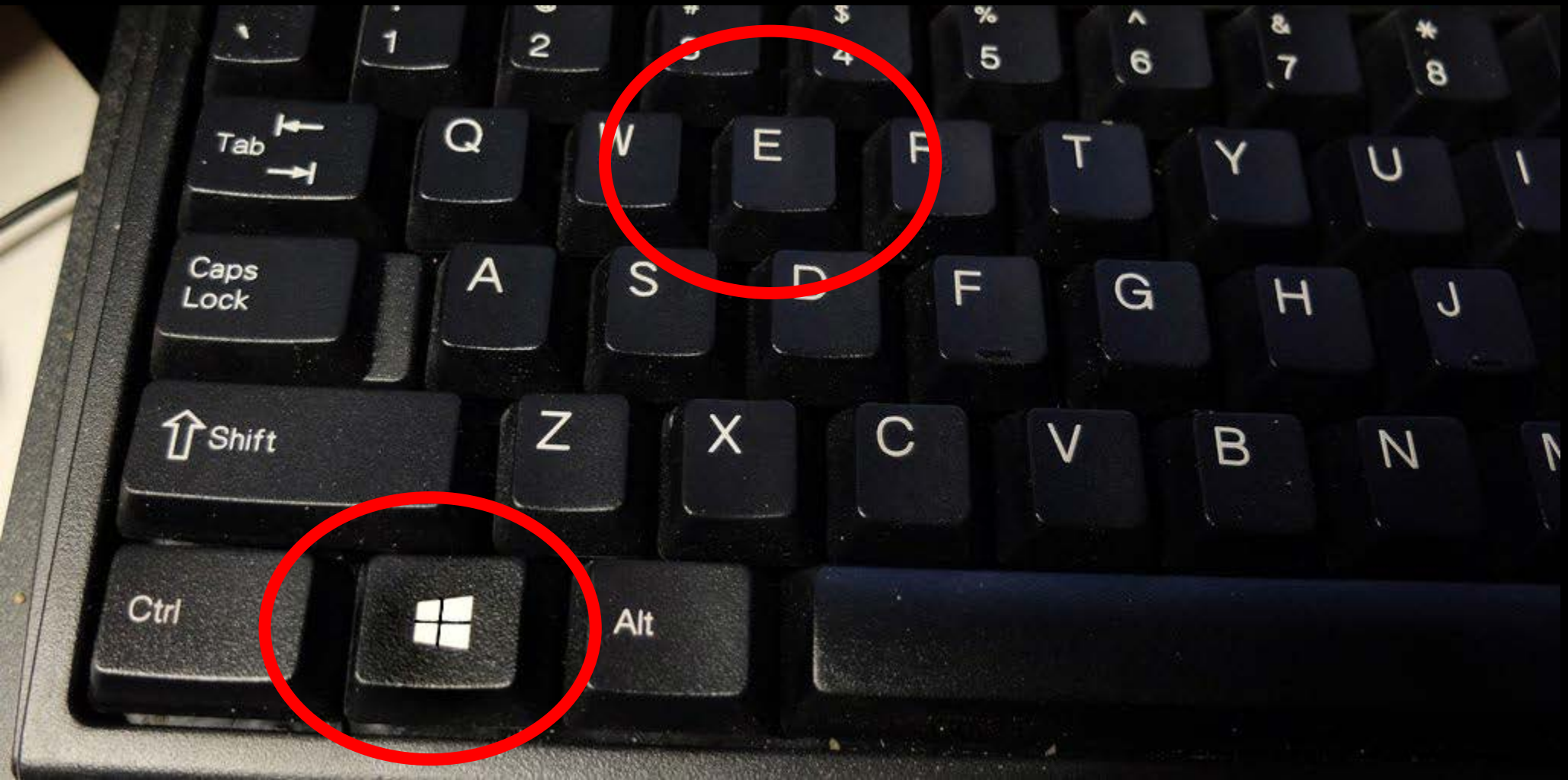
Clicking on icons, dropping down menus, and right-clicking, is just plain slow…

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

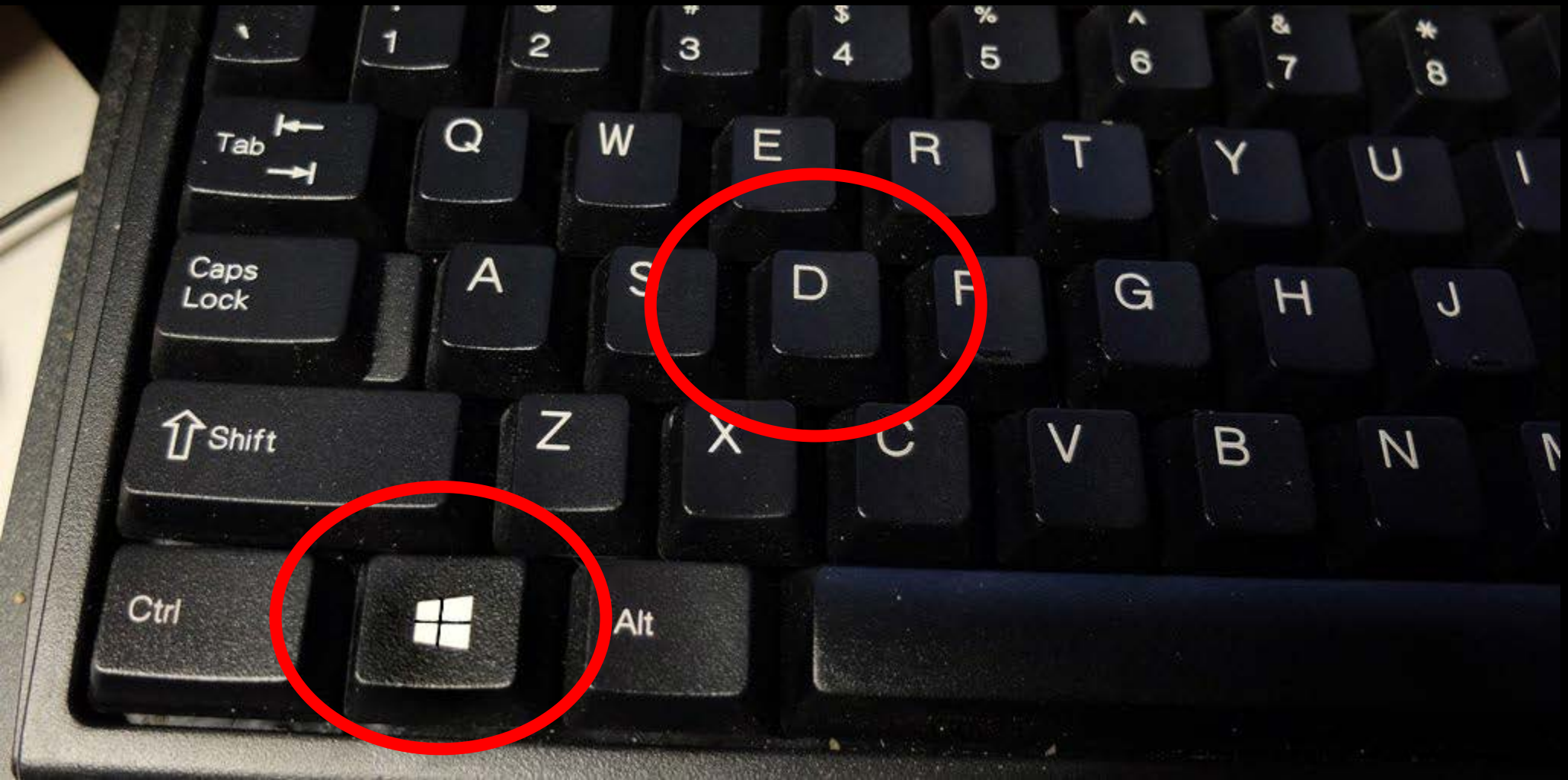
The “Window Key” gives super-powers to other keys

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…

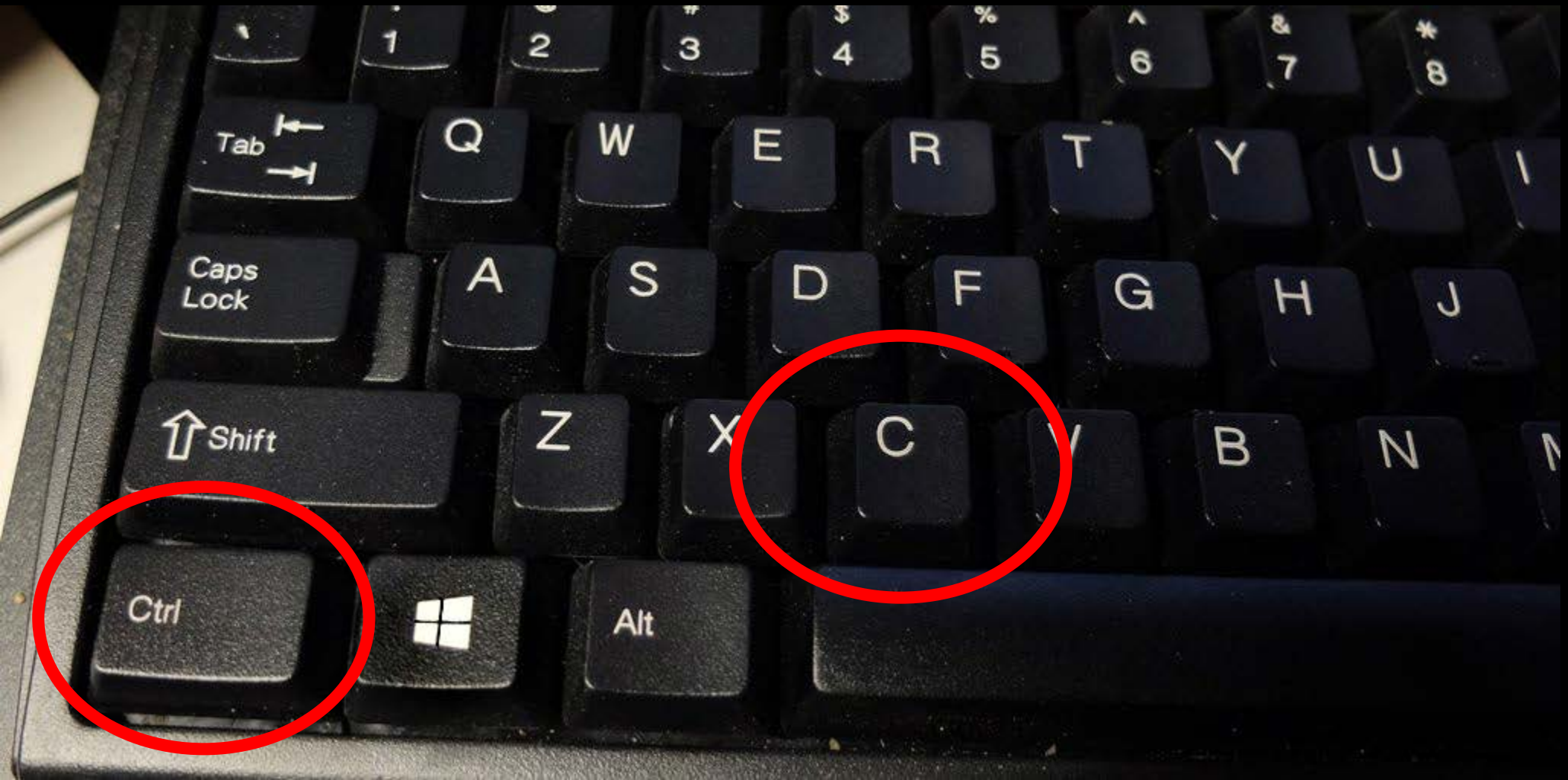
The **Control** key has tricks up its sleeve

Ctrl + **Z** undoes whatever you just did

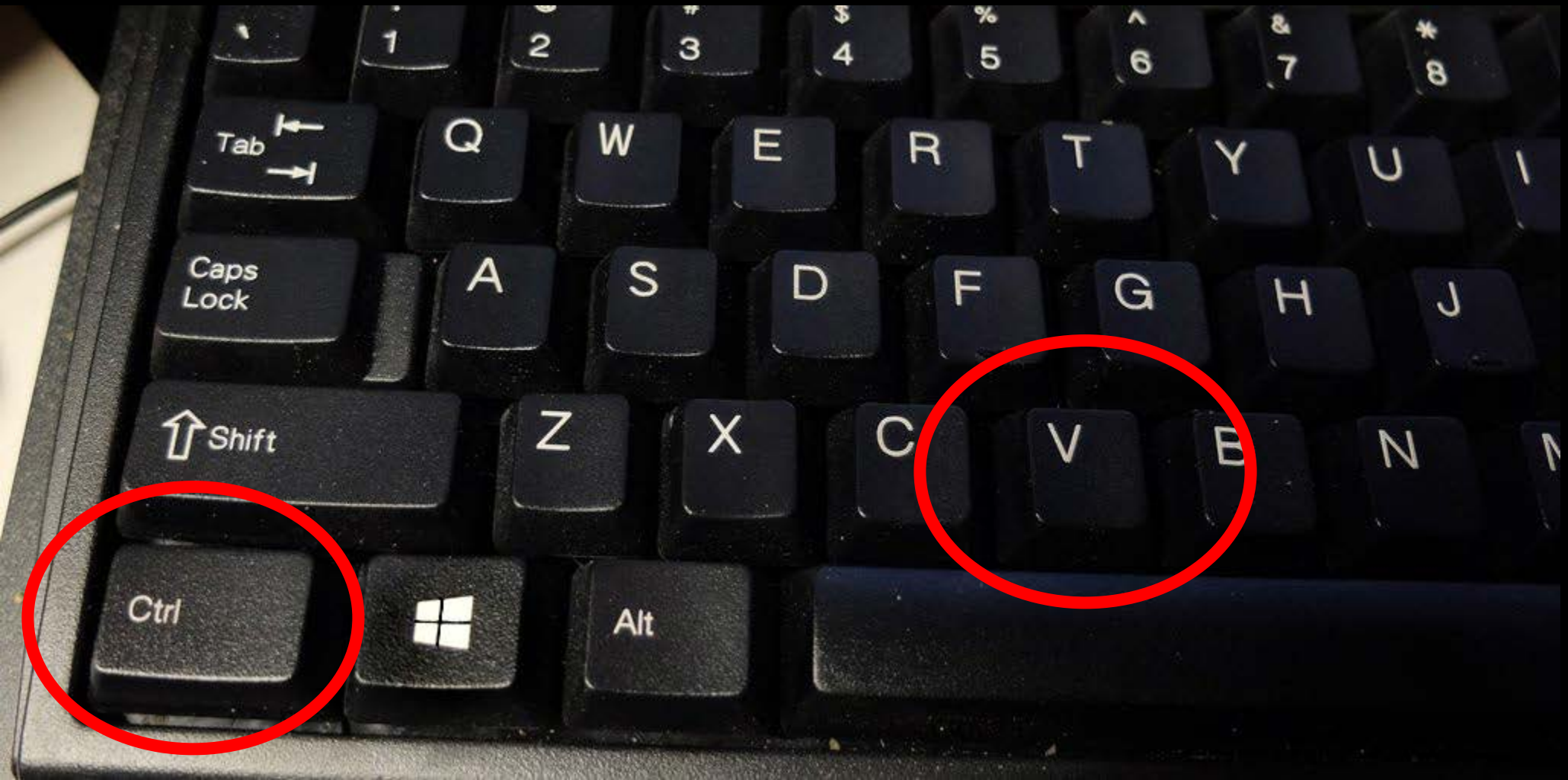
(Even if you don't really know what you just did)

Ctrl + **X** cuts text and puts it in the clipboard

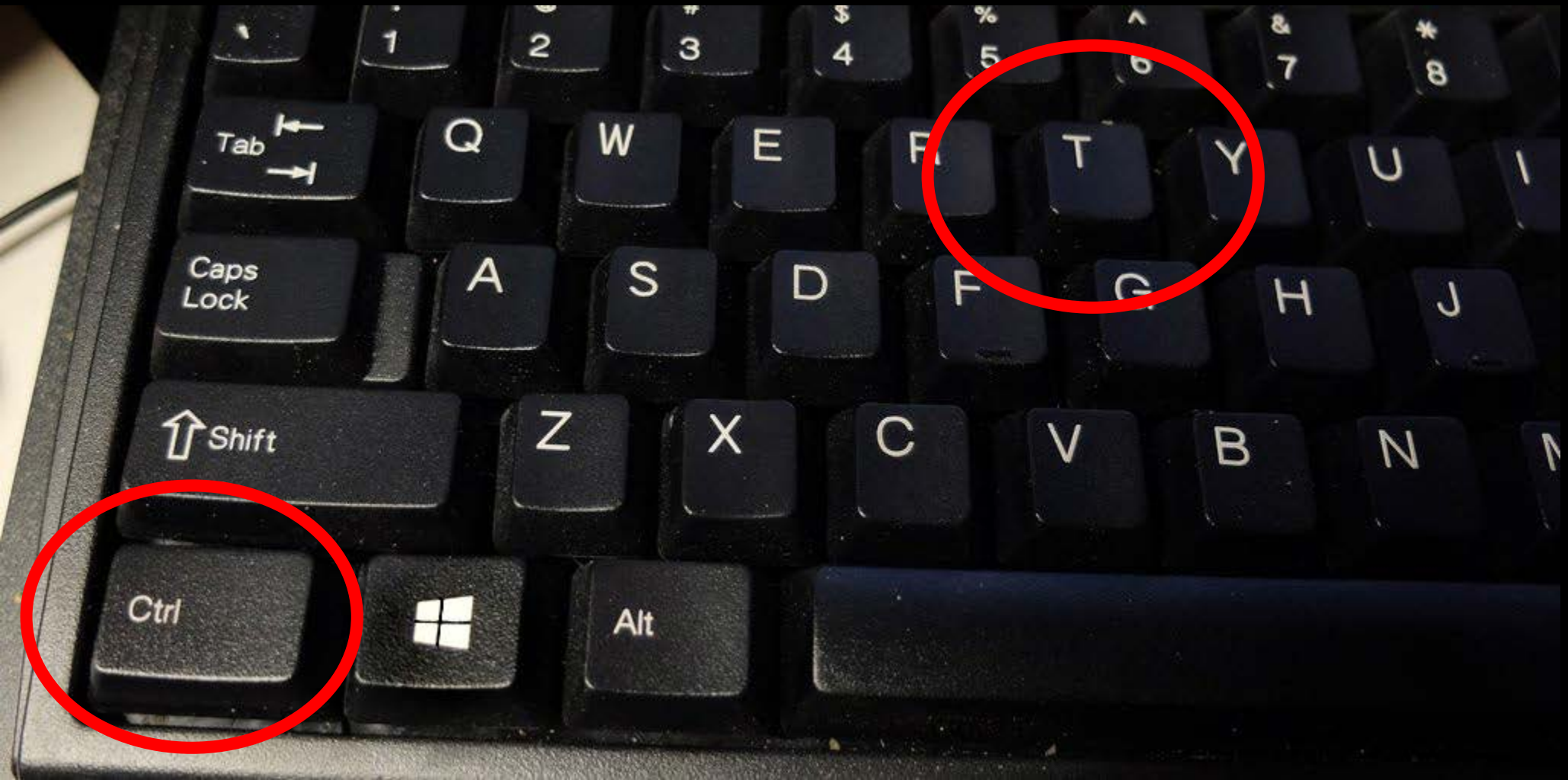
Ctrl + **C** copies text to the clipboard



Ctrl + **V** pastes text from clipboard into selected location

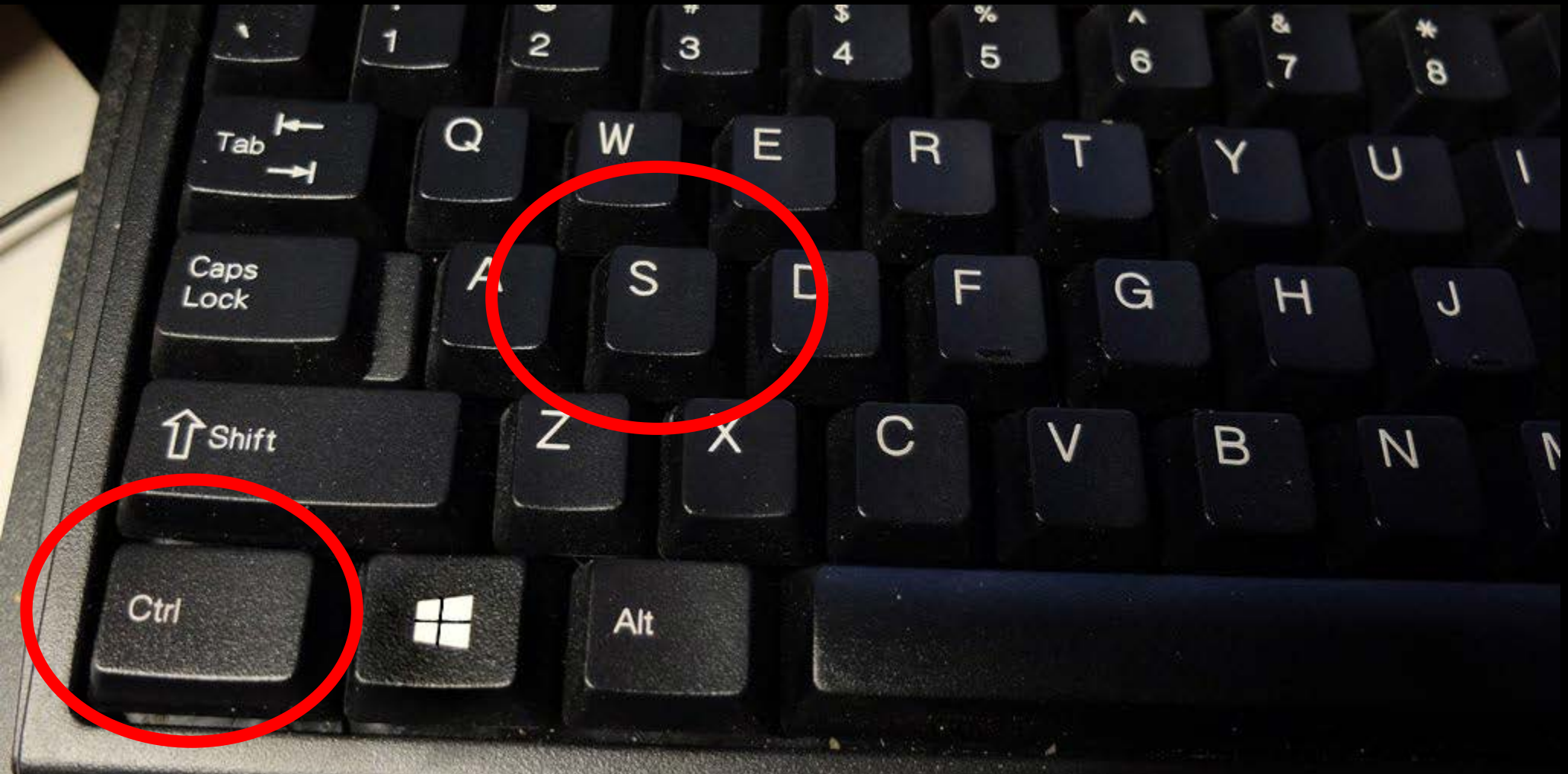


Ctrl + T opens a new tab in a web browser



Ctrl + S… SAVES YOUR WORK

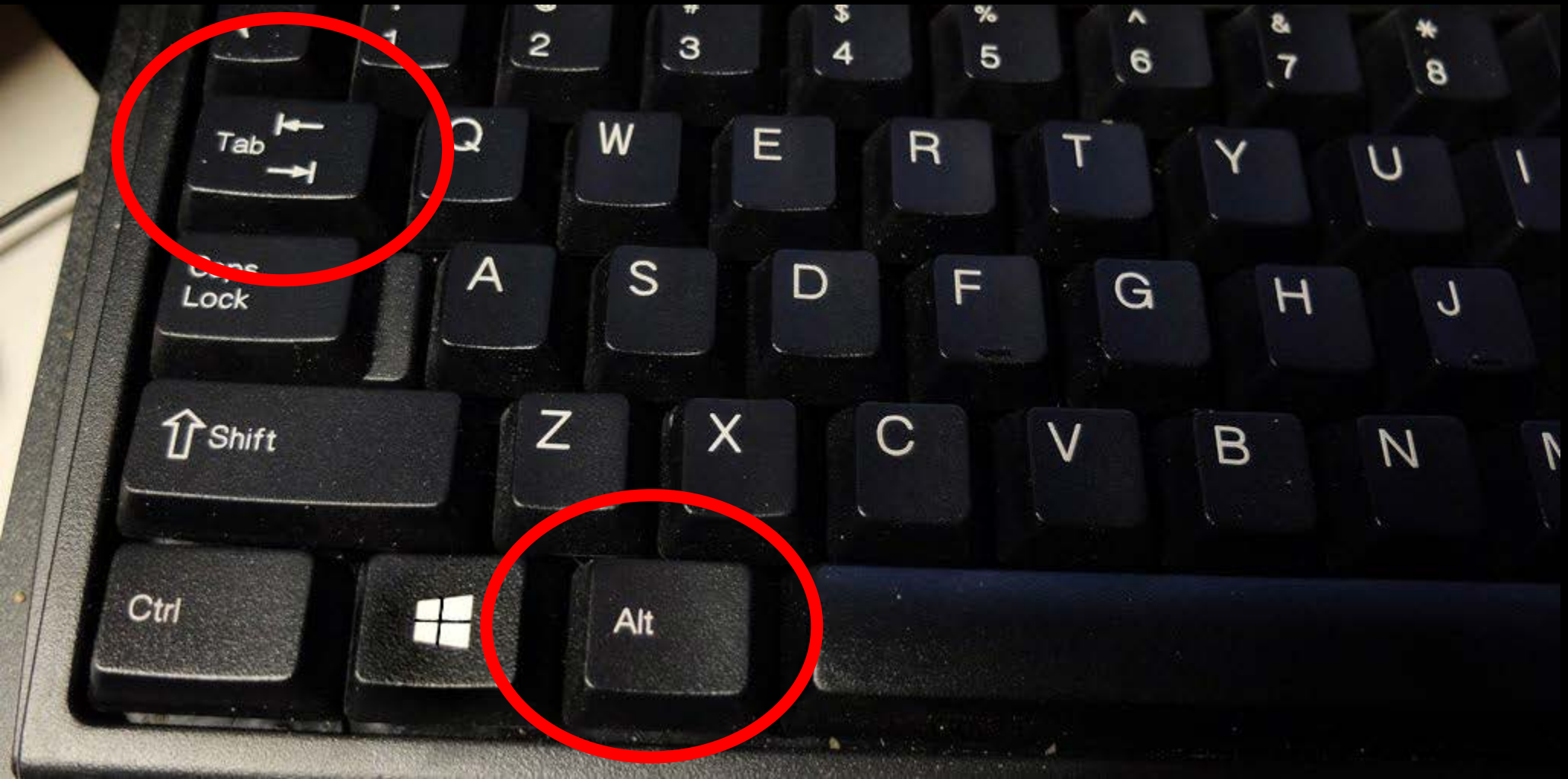
(Hit this combination whenever you type something clever – as often as you like!)



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!