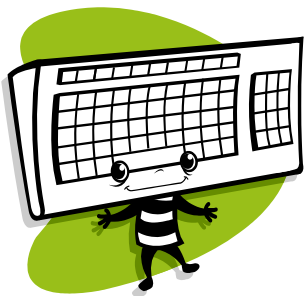


Special points of interest:

- Technology Tips
- Business Skills Tips
- Computer Tips

You can teach a student a lesson for a day; but if you can teach him to learn by creating curiosity, he will continue the learning process as long as he lives.

Clay P. Bedford



This is the first edition of Productivity Center. All tips and tricks come from PST Training materials and Instructors.

Check back each month for updated material.

Email us at pst@trainwithpst.com and give us some feedback.

Productivity Center

Stop Clicking That Mouse!

Are shortcuts really faster? You bet they are. Here are a few application tips:

Excel: To move between worksheet tabs: Ctrl + PageDn moves to the right; Ctrl + PageUp moves to the left.

Word: To open Print Preview: Ctrl + Alt + I

MS Apps: To open a new file: Ctrl + N;
to close a file: Ctrl + W

PowerPoint: To start a presentation from the beginning: F5; To end a presentation: Esc

Access: When working in Design View: To open your property sheet: F4

Preventing Workplace Violence

Workplace violence is a growing problem and can come in all shapes, sizes and severity. Here are a few facts:

- The US is the most violent nation in the world.
- Homicide in the workplace is the fastest growing form of murder.

- Most companies have no plan to deal with it

There has never been a better time to keep employees motivated and engaged. **PST has over 300 interactive workshops which can be delivered at your site or ours—including Preventing Workplace Violence.**

JUST WHAT CAN YOU DO WITH SHAREPOINT?

SharePoint provides a single, integrated location which can be used for sharing information between employees.

Just a few things that SharePoint can be used for:

- Export MS Office Excel 2007 data so that others can make revisions.
- Edit Data in a SharePoint list.
- Easily track anything that involves scheduling in a shared calendar.

PST has a variety of SharePoint classes scheduled through June 2010. Visit the PST website for more information.

The Technical Schedule can be found in the navigation panel on the left.