

Special points of interest:

- Technology Tips
- Business Skills Tips
- Computer Tips

Leadership and learning are indispensable to each other.

John F. Kennedy

Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young.

Henry Ford

The only things worth learning are the things you learn after you know it all.

Harry S. Truman



All tips and tricks come from PST Training materials and Instructors.

Check back each quarter for updated material.

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

Productivity Center

Use Word to Create Your Next PowerPoint Presentation

Microsoft Office Word offers many tools that help users create professional looking documents that go hand-in-hand with PowerPoint.

Themes allow us to be consistent with colors and fonts. And, if a Word document is created and styles are applied, users can go to the Outline view and send the document outline to PowerPoint. There, all Heading 1 styles will create new slides, and subsequent headings will create the bullets!

Knowing how to use the tools that are at our fingertips is the difference between days spent on a project versus just a couple of hours!

Motivating by Personality

What *motivates* or *demotivates* you is directly related to your personality style. Review motivators and demotivators of the four basic personalities to see what makes you tick!

STABLE—Likes working with small teams and wants to know what's expected; does NOT like rapid and unpredictable growth.

THOROUGH—Creates and follows guidelines to produce excellent results; does NOT like chaotic work environments where tasks need to be completed quickly.

EMOTIONAL—Wants to communicate, be liked and asked to help; does NOT like conflict or working alone.

PUSHER—Likes to be in control and gets things done quickly; does NOT like getting slowed down by details.

Learn how to be a better motivator through PST's professional development classes – at your site or at ours! For more information, contact PST at 843-529-0098.

SharePoint for the End-User Made Simple

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly.

In contrast, Windows SharePoint services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information.

PST offers courses for SharePoint end users that will help simplify the process of information distribution. Contact us today for more information. If our dates aren't convenient, we'll customize a class to fit your needs!