

Special points of interest:

- Technology Tips
- Business Skills Tips
- Computer Tips

*640Kb ought to be enough for anybody.
 Bill Gates, 1981*

Give a man a fish and you feed him for a day; teach him to use the Net and he won't bother you for weeks.



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

Windows 7 Offers A New Cool

Windows 7 provides a dynamic and interactive user interface with powerful built-in tools to enhance and increase productivity.

Here are just a few:

- Taskbar—offers the ability to “pin” favorite programs anywhere. Move your mouse over a taskbar icon and you get a thumbnail of the image!
- Improved performance with reduced memory and processor utilization.
- 64-bit support can handle more RAM—4 GB and up!
- Snipping Tool—takes Screen Shots to a new level

What are workplace ethics?

Workplace ethics are codes of conduct that influence the development of an ethical culture within the workplace.

Going beyond what is considered legal in the area where the business operates, workplace ethics inspire communication between employees, allow for respect to be extended to each and every

person within the organization, and promote internal and external relationships that are based on honesty and integrity. While there are core elements that tend to define a work-based code of ethics, the specific expressions of these central values vary from one corporate setting to the next.

Collaborating in SharePoint Server 2007

Using some of the following features in Office SharePoint Server 2007, you'll be working more efficiently with others in your office, in no time:

- Synchronize your SharePoint Server 2007 Calendar with Office Outlook 2007
- Enter all-day events and specify recurring events
- Track team projects more effectively using visual day and month views.

PST has a variety of SharePoint classes scheduled throughout 2011. Visit the PST website for more information.

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

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