

Special points of interest:

- Technology Tips
- Business Skills Tips
- Computer Tips

*I wish my mouth had a
backspace key.*

Unknown

*I wish my life had an
Undo key.*

Unknown

*There are three kinds of
death in this*

world. There's heart

death, there's brain

death, and there's being

off the network.

Guy Almes



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

New Looks In MS 2010

When MS Office 2007 hit the street, the new look and functionality was a shock. Training helped with adaptability, and soon, we started looking forward to the changes in other 2007 products.

It was disappointing when other 2007 apps showed only a few enhancements. That will change in the 2010 version:

- Publisher 2010 sports The Ribbon, as does Visio and Project.
- Word, Excel and PowerPoint offer enhancements in SmartArt designers
- PowerPoint includes video editing
- Excel beefed up Pivot Tables data integration tools
- Plus many more!

How to handle Change

With today's fast-paced and hectic way of doing business, change in the workplace has become an everyday reality. Change happens rapidly and sometimes with very little notice. Major changes such as mergers, takeovers, and layoffs can leave employees feeling confused, fearful, or

disheartened. CHANGE MANAGEMENT helps managers work through organizational change with strategies for providing positive leadership while dealing effectively with resistance and other trouble spots.

Using SharePoint Designer

Every day, you hear more and more about SharePoint. It's cool technology, but those awesome sites didn't make themselves. PST offers several SharePoint courses, including SharePoint Designer.

Students will learn how to create and apply templates, control layout and spacing, create and apply style sheets, and apply IDs and classes. They will also insert, modify, and arrange images, create links and navigation bars, and insert and format tables.

Finally, they will learn how to prepare a Web site for publishing.

Check out PST's online schedule for the next SharePoint Designer class.

Visit the PST Website for more Technical classes.

www.trainwithpst.com