

Special points of interest:

- Technology Tips
- Business Skills Tips
- Computer Tips

What I hear, I forget.

What I see, I remember.

What I do, I understand.

**Kung Fu Tzu
(Confucius)**

Knowing is not enough; we must apply.

Willing is not enough we must do.

Goethe

Personally, I am always ready to learn, although I do not always like being taught.

Winston Churchill



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

The Graphic Side of PowerPoint 2010

It's not just for presentations!

PowerPoint 2010 is an awesome graphics tool that can be used to create new and innovative photos, artwork and graphic objects that can be used in other applications.

Once a photo is inserted in a slide, click on the Picture Tools contextual tab and apply a built-in style, change the color, and even apply special filters. Once you're done, right click on the "new" graphic and save it. After that, it's easy to insert in Word or even publisher!

Better yet, create an awesome poster from one of the online poster sites. You can get a 20x30 inch poster for around \$20, and usually the turnaround time is two days!

Find out other great ways to use PowerPoint 2010 in PST's training classes. Check our online schedule on the website: www.trainwithpst.com.

Communication is KEY

What's your communication style?

It's easy to become characterized by how you communicate. If you tend to be on the defensive most of the time, you will become known for it.

Choose your words carefully in the business world and project the image you want through your communications. What you say becomes who you are in the eyes of those you interact with.

- ◆ Keep your voice firm if needed, but always speak positively.

- ◆ Never attach verbally

- ◆ Know your facts

Communicating with others can be difficult, and is often seen as one of the biggest problems in today's corporate world. Different personality styles interacting with each other day to day can create tension in the workplace and even at home!

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

The Save to Windows Live Feature

If you have a Windows Live SkyDrive account, you can save your Excel 2010 workbooks directly to the web. This makes collaboration on workbooks even easier than it was before!

Windows Live SkyDrive provides 25 GB of online space for document storage, and can be accessed from any computer at any location, provided you have internet capabilities.

Using Windows Live SkyDrive, you can view, edit or download documents, create and share multiple folders, add comments and track versions.

To send your file, use Microsoft Office 2010 Save and Send, once the document is open. Select Save to Web and use the Save to Windows Live Sign In section to enter your credentials. The account is free!