

Productivity Tips

The tips below will help you to increase your productivity when using Microsoft Office and Microsoft SharePoint.

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Shortcut keys

Shortcut keys can save you heaps of time. Many of the commands in Microsoft Office have a shortcut key. Here are a few of our favourites.

MICROSOFT OFFICE

F12	Save As
Ctrl+O	Open
Ctrl+N	New file or item
Ctrl+P	Print
Ctrl+S	Save
F1	Help

OUTLOOK

Ctrl+Shift+M	New Email
Ctrl+Shift+A	New Appointment
Ctrl+Shift+Q	New Meeting Request
Ctrl+Shift+C	New Contact
Ctrl+Shift+N	New Note
Ctrl+Shift+K	New Task

EXCEL

F11	Create Chart
Ctrl+;	Insert Date
Ctrl+Shift+:	Insert Time
Ctrl+Home	Go to cell A1

POWERPOINT

F5	Run Slideshow
Shift+F5	Run Slideshow from Current Slide

When a Slideshow is running:

B	Black/Unblack the screen
W	White/Unwhite the screen

WORD

Ctrl+M	Indent
Ctrl+A	Select All
Ctrl+Q	Clear Paragraph Formats
Ctrl+Alt+M	Insert Comment

Outlook: using the 4D's

Get on top of your email using the 4Ds

DELETE

If you don't need to keep it, delete it.

DO IT

If it can be actioned in 2 minutes or less, do it.

DELEGATE

If someone else can do it, delegate it.

DEFER

If it can't be actioned in less than 2 minutes, defer it.

Quick access toolbar



Do you want to increase your productivity by clicking less?

You can by adding key commands to your Quick Access Toolbar. Every Office application has one.

The Quick Access Toolbar above has commands for Email, Email as PDF Attachment, Quick Print and Print Preview and Print. They are now a single mouse click away.



Kambium changes the way you work.

Stop working like it's 1999. New software tools and devices enable more efficient, flexible and collaborative working. But so many people don't take advantage of the amazing ways the cloud changes the way you can work. We specialise in helping organisations change the way they work - better workflows and more efficient working.

Contact us on info@kambium.co.nz or visit kambium.co.nz

Microsoft SharePoint

You can store documents in SharePoint and access them whenever and wherever you are online on almost any device... You can reduce multiple versions of a document being circulated with SharePoint by emailing a link instead:

Open the document in the native application e.g. Word. From the File tab Share it as a Link.

Colleagues can now click on the link to always access the latest version of the document.

A little bit about us...

What we do

Kambium is the real world approach to IT Training. We provide short, sharp programs focusing on productivity gains that users can immediately apply to their personal work. Our trainers come to your office to provide group training. One on one follow up at user's desks embeds learning, ensuring knowledge is being applied to day to day work.

Our programs are customised and designed to minimise disruption to your business (a few hours on site as opposed to a full day out of the office).

We upskill a wide range of users, whether beginners, intermediate, super users or administrators.

What our customers say



"You worked collaboratively with the project team to develop training material to suit the audience, delivered the training in an easy to understand format, working together post cutover to ensure that any additional questions were answered and assisted in the setup of voice mail as required."



"They built a custom program for Rangers stationed at Lake Waikaremoana. The program was built around business tasks and the skills the Rangers needed for their work using Microsoft Office, the feedback from the team was very positive and they learnt new skills they can apply to their work"



"You have been instrumental in providing EMA members and customers with the best and latest training in Microsoft Office applications. Course participants have been very complimentary of their hands-on classroom coaching approach"



"There is quite the banter around the office this morning from yesterday's training, people telling each other what they have done that is different on their Outlook, "I've downloaded contacts by dragging from emails like he showed us and they all updated on my phone, that is so cool", "look at my colour coded calendar", "I feel like there's so much more I can use now! Lots of appreciation for your sense of humour and delivery style of the training too! I have already been asked when your next training is!"

What we train on



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