

Microsoft Office Tips and Tricks Session

Fantastic
Tips and
Tricks CD



Special
Introductory
Offer Only
£49

This half day course is designed to show you 'how to' do all those things you knew you could do but just didn't know how. Whatever you're level of competency we will show you some of the most powerful features of the Microsoft Office applications.

Did you know?

- **Ctrl+Shift+8** Toggle hidden characters that mark spaces, carriage returns (Word)
- **FINDING CELLS WITH COMMENTS:** Quickly select all fields with comments by pressing F5 and choosing Special, then Comments. All cells with attached comments are selected (Excel)
 - **F7** Run a spelling and grammar check (Word)
- **MOVE PARAGRAPH:** Click within the target paragraph. Hold down Alt+Shift while you press the Up or Down arrow and the paragraph becomes selected and moves with each press of the Up or Down Arrow (Word)
 - **Ctrl+K** Insert a hyperlink or web link (Excel)

We will show you much much more plus you get a DVD to take away full of lots of helpful tips and tricks to use in your business. There will also be a questions and answers section so please come equipped with that question that you always wanted to ask 'how do you'?

Where: Active Information Systems Ltd, 3 The Grainstore, Brooks Green Road, Coolham, West Sussex, RH13 8GR

When: We run regular monthly courses. Please contact us for the next available date.

Cost: £49

How Long: This is a half day course. Morning courses 9:30am to 12:30pm; afternoon courses 1:30pm to 4:30pm.