



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Productivity Workshops (1 day)

It's a sad fact that the majority of computer users only utilise about 20% of the features found in today's software. Often they don't have the time to learn about the other 80% - but imagine how much time could be saved if they did!

Maybe you are one of those who has mastered the 20% and now need to unlock the power of your software? Our range of Productivity Workshops may be the answer.

Productivity Workshops...

- focus on specific work-related topics which we have found highly successful in improving productivity
- are an opportunity to raise problems with an experienced trainer and maybe share valuable tips with other users in your organisation
- are intended to meet the needs of real users and are highly practical in nature
- are aimed at those people who already know the basics but want to know more

Workshops currently available...

- Graphics and Graphs Workshop
- Lists and Pivots Workshop
- Styles and Templates Workshop
- Long Document Workshop
- Tables and Mail Merge Workshop

If you have a specific need which is not covered here please call and we can arrange a custom workshop for you.

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