

Layout

Review

View

COMPUTER
COACHING

Fit for Business

Windows 10 & Office 2016

PRODUCTIVITY TIPS

powered by computercoaching.co.nz

Multiple Desktops

Keep your work and personal life separate by creating a separate customised desktop for each.

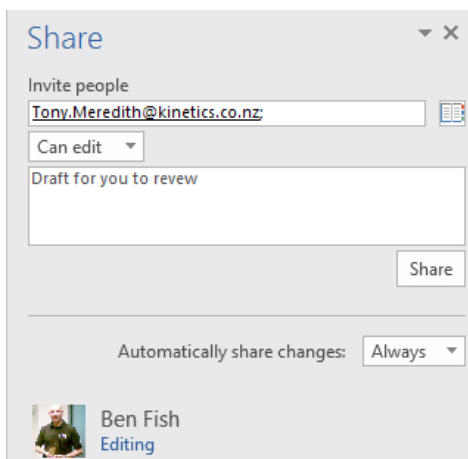
Click *Task View* and then *New Desktop*. Switch between each desktop using Task View and open the relevant files and applications you want to have available on each desktop.



Collaboration

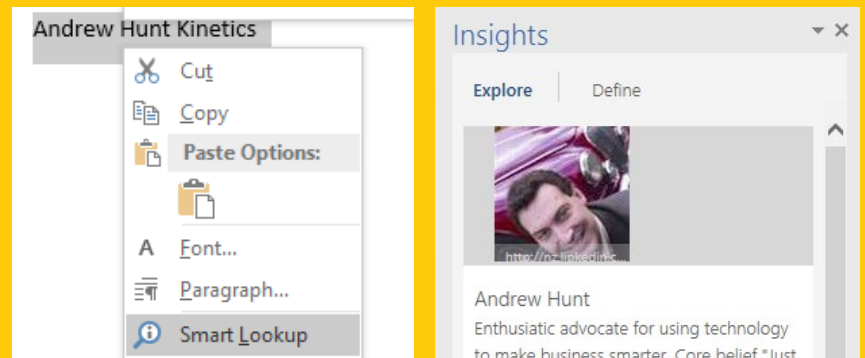
...is even easier in Word 2016

Documents saved to OneDrive and SharePoint are now even easier to collaborate on or co-author. Click Share and send an email to anyone you want to collaborate with in real time.



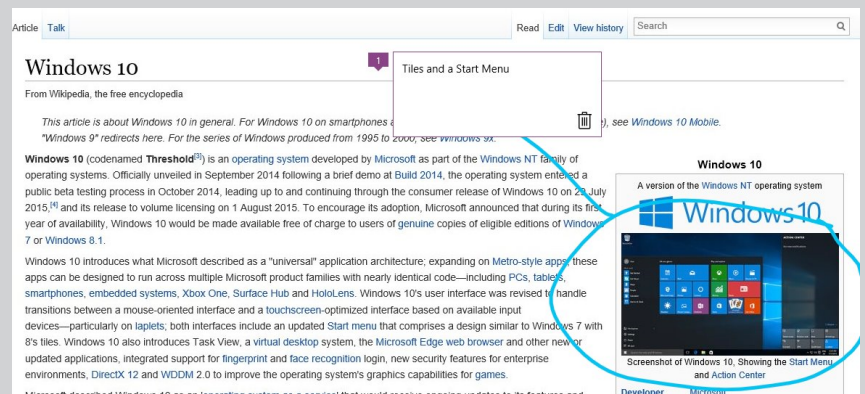
Smart Lookup

Research and browse for information as you type it. Select what you want to lookup, right click on it and click Smart Lookup to see the Insights.



Edge





Windows 10 comes with a new web browser. This allows you to view and annotate content in your browser. Click *Make a Web Note*, select your pen colour and start to write. You can then *Share it!*



Shortcut Keys

Hold down the Windows Key and press a letter - it will most likely be a shortcut in Windows 10.

Here are a few of our favourites:

-  + P Change and connect to different displays including Projectors
-  + L Lock your PC to keep your work safe
-  + E Open File Explorer
-  + X Power menu

What we do

Computer Coaching 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."



"Kinetics 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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