

Windows Touch Devices

PRODUCTIVITY TIPS

Touch Devices open up a whole new way to work that can make you more efficient day to day.

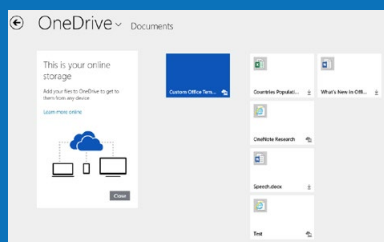
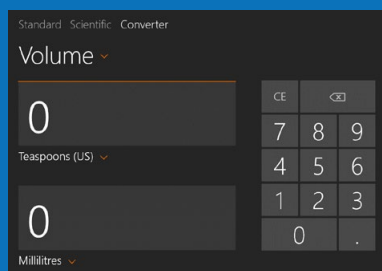
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Windows Apps

Windows 8 and Windows 10 bring you Apps that are designed to work on touch devices. Here are a few to get you started.

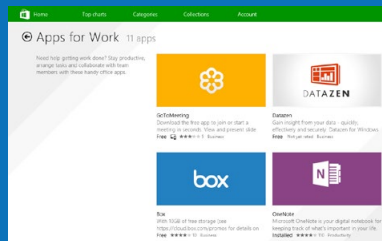
CALCULATOR

As well as a standard and scientific calculator you can click "Convertor" to carry out a range of conversions such as volume, length, area and weight.



ONEDRIVE

Keep your documents safe by storing them in the Cloud and not just on your device. The OneDrive app makes it easy to view and sync documents and pictures.



STORE

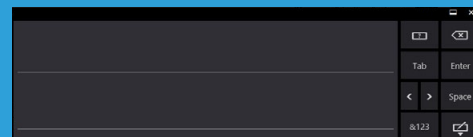
Find and purchase Apps through the Store. Many Apps are free, including App versions of Word, Excel and PowerPoint.

Write, Draw and Type

Windows touch devices enable you to write and draw as well as type.



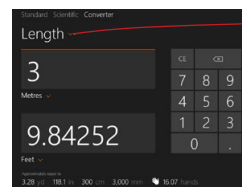
Annotate and sign documents just like you would with a pen and paper.



To write instead of typing, change the touch keyboard to "write layout" and write between the lines to compose emails and documents.

OneNote

Never miss recording important information with OneNote. If you have Office you'll have the full desktop version, otherwise you'll have the free App.



Click on the down arrow to change settings

Annotate pictures, diagrams and documents

To Do List

- ☒ EMA new courses
- ☐ Simplify system for bookings
- ☒ Newsletter items
- ☒ Configurator /// quoting systems /// record of quotes
- ☐ Investigate force post event follow in CW
- ☐ Dashboards

Track your To Do list with Tags



Computer Coaching is delivered by Kinetics Group Ltd, an award winning IT support and solutions company providing strategic recommendations and coaching to help you achieve your business goals.

Six time NZ winner and 2013 global winner of Microsoft's Small Business Partner of the Year award, we have won more Microsoft awards and certifications than any other IT company supporting medium sized business.

Contact us at www.computercoaching.co.nz, email info@computercoaching.co.nz or call +64 9 379 8200 to discuss how we can assist with customised training!

Your top tip

Shortcut Keys

- + D Desktop
- + E File Explorer
- + S Search
- + L Lock

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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