



Computer Coaching builds staff productivity.

Introduce new work practices that unlock the features and potential of your computer systems.

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.

WINDOWS



Use these to arrange multiple applications/windows on your screen. In Windows 10 you can arrange up to 8 windows if you have two monitors.

Ctrl+C

Copy

Ctrl+X

Cut

Ctrl+V

Paste

Alt + Ctrl + Esc

Task Manager

OFFICE

Ctrl+N

New - create a new document in Word, new workbook in Excel and new email in Outlook Inbox

Ctrl+P

Print

Ctrl+S

Save

Ctrl+Z

Undo

F7

Spellcheck

EXCEL

Alt + =

Autosum

Alt + ▼

Create a dropdown based on the data above

Ctrl+.

Duplicate cell above

Alt + h d r

Delete row

Alt + h d c

Delete column

OUTLOOK

Alt + Ctrl + r

Email - turn an email into a meeting request

Ctrl + Shift + g

Flag for follow up

Ctrl + Shift + e

Create new folder

Alt + Ctrl + f

Forward selected email as attachment

Ctrl + d

Delete an item

WORD

Ctrl + f

Find - opens the Navigation pane

Ctrl + h

Find and replace

Ctrl + Shift + c

Copy formats

Ctrl + Shift + v

Paste formats

Alt + Ctrl + 1 or 2 or 3

Apply Heading Style 1 or 2 or 3

POWERPOINT

Ctrl + m

New slide

Ctrl + d

Duplicate eg. selected text box, shape or picture

Alt + n v o

Insert online video eg. YouTube

Ctrl + k

Insert hyperlink

ONENOTE

Ctrl + Shift + e

Email page

Alt + n a

Record file


Alt + n f


Insert file


Alt + h b


Tag as To Do item

Our Ready-To-Run Coaching Sessions


 Excel	Excel for New and Novice Users	<ul style="list-style-type: none"> Navigate Excel Create, Open, Save and Edit Workbooks Format Data 	<ul style="list-style-type: none"> Rows, Columns and Sheets Formulas Print and Email 	<ul style="list-style-type: none"> Charts Help
	Excel for Intermediate Users	<ul style="list-style-type: none"> Time Saving Features Format Data 	<ul style="list-style-type: none"> Sort and Filter Formulas 	<ul style="list-style-type: none"> Analysis with Pivots and Charts
	Excel for Advanced Users	<ul style="list-style-type: none"> Data Connections Analysing Data Tables - Pivots PowerPivot* 	<ul style="list-style-type: none"> Power Query* Form Controls Record Macros 	<small>* Note: Features only available from Excel 2010 onwards with Office Professional Plus</small>
	Business Intelligence using Excel	<ul style="list-style-type: none"> Format as Table Pivot Tables and Charts 	<ul style="list-style-type: none"> PowerPivot Quick Analysis* 	<small>* Note: Features only available from Excel 2013 onwards. Power View & PowerPivot are only available with Office Professional Plus</small>
	Excel for Financial Review [NEW FOR 2017]	<ul style="list-style-type: none"> Common Financial Functions Future Value FV - future value of an investment based on set and constant values Present Value PV - how much money do I need to put down to get to a set value Power Query 	<ul style="list-style-type: none"> Payment Plan PMT - calculates the pmt for a loan based on constant pays Interest Payment IMT - Interest component included in constant payment Payment on Principle PPMT Pivot Tables 	<ul style="list-style-type: none"> Depreciation DP / AMORDEGRC / AMORLINC Set Styles Dashboard Share Workbooks Power Reports (requires ribbon custom and Silverlight)

 Word	Word for New and Novice Users	<ul style="list-style-type: none"> Navigate Word Create, Open, Save and Edit Documents Format Text 	<ul style="list-style-type: none"> Themes Insert Tables, Pictures, Screenshots and SmartArt Headers and Footers 	<ul style="list-style-type: none"> Page Setup Spelling Print and Email Views Help
	Word for Intermediate Users	<ul style="list-style-type: none"> Time Saving Features Styles Navigation Pane Insert Charts 	<ul style="list-style-type: none"> References - Tables of Contents, Footnotes, Captions and Cross Envelopes and Labels 	<ul style="list-style-type: none"> Track Changes and Comments
	Word for Advanced Users	<ul style="list-style-type: none"> Compare Documents Templates Style Sets Mail Merge 	<ul style="list-style-type: none"> Forms Form Controls Record Macros Co-authoring* 	<small>* Note: This feature is only available from Word 2010 onwards where documents are stored in SharePoint or OneDrive</small>

 PowerPoint	PowerPoint for New and Novice Users	<ul style="list-style-type: none"> Navigate PowerPoint Create, Open, Save and Edit Presentations Format text 	<ul style="list-style-type: none"> Themes Insert Tables, Pictures, Screenshots and SmartArt 	<ul style="list-style-type: none"> Spelling Print and Email Run Your Slideshow Help
	PowerPoint for Intermediate Users	<ul style="list-style-type: none"> Time Saving Features Master Slides Video 	<ul style="list-style-type: none"> Drawing Tools Insert Charts Automating Slideshows 	<ul style="list-style-type: none"> Animations and Transitions Comment and Compare

 Outlook	Outlook for New and Novice Users	<ul style="list-style-type: none"> Navigate Outlook Email Tasks Calendar Contacts 	<ul style="list-style-type: none"> Notes Signatures Out of Office Print Deleted Items 	<ul style="list-style-type: none"> Search Permissions Help
	Increase your Productivity with Outlook	<ul style="list-style-type: none"> Time Saving Features Quick Parts Quick Steps Rules 	<ul style="list-style-type: none"> Conditional Formats Categories Manage Email with the 4Ds 	<ul style="list-style-type: none"> Integrating Email, Tasks and Calendar Custom Views Search

All sessions in the version of the application you have and can be run as either a 3hr session with hands on practice (short mid interval break) or a 90 minute coaching session followed by 90 minute floor walk.

 OneNote	Introduction to OneNote	<ul style="list-style-type: none"> • Benefits of Digital Note Taking • Navigate OneNote • Create Notebooks • Organising Information 	<ul style="list-style-type: none"> • Create Content in OneNote • Add Content from Other Sources • Tags 	<ul style="list-style-type: none"> • Search • Share • Print • Help
	OneNote Extended [NEW FOR 2017]	<ul style="list-style-type: none"> • Time Saving Features • Templates • Share 	<ul style="list-style-type: none"> • Collaborate • Link with Other Applications 	<ul style="list-style-type: none"> • Add Ins • Export to Other Applications
 Office 365	New Computer User [NEW FOR 2017]	<ul style="list-style-type: none"> • Logging In • Keyboard tour • Mouse tour 	<ul style="list-style-type: none"> • Windows • Working with Applications 	<ul style="list-style-type: none"> • Multi-Tasking • Settings • Shutting Down
	Introduction to Office 365	<ul style="list-style-type: none"> • What is Office 365 • Logging In • Settings 	<ul style="list-style-type: none"> • Office Apps • SharePoint • OneDrive for Business 	<ul style="list-style-type: none"> • Skype for Business • Help
	Collaboration Using O365 [NEW FOR 2017]	<ul style="list-style-type: none"> • OneNote • Skype for Business - Screen Sharing • Skype for Business - 	<ul style="list-style-type: none"> • Online Meetings • Planner • SharePoint Team Sites • Office 365 Groups 	<ul style="list-style-type: none"> • Co-Authoring • OneDrive for Business
	Office365 Extended	<ul style="list-style-type: none"> • OneDrive for Business - Sharing Files • Delve • Office 365 Video 	<ul style="list-style-type: none"> • Planner • PowerApps • Flow • PowerBI 	<ul style="list-style-type: none"> • Sway • Yammer
	Office365 for Administrators [NEW FOR 2017]	<ul style="list-style-type: none"> • Office 365 Admin Centre • Alerts • Service Requests 	<ul style="list-style-type: none"> • Users • Licensing • Passwords 	<ul style="list-style-type: none"> • Groups • Reports • Delve
 SharePoint	Introduction to SharePoint	<ul style="list-style-type: none"> • What is SharePoint Used For • Logging In • Navigate SharePoint 	<ul style="list-style-type: none"> • Document Libraries • Apps, Lists and Items • Search • Help 	<ul style="list-style-type: none"> • Integration with Windows and Office
	SharePoint for Site Administrators	<ul style="list-style-type: none"> • Key Features • Admin V User • Access and Navigation • Create and manage Sites 	<ul style="list-style-type: none"> • Site Settings • Create and manage Lists, Libraries and Apps • Pages 	<ul style="list-style-type: none"> • Webparts • Views • Permissions • Help
	SharePoint Administrators Extended [NEW FOR 2017]	<ul style="list-style-type: none"> • Custom Apps • Linking Apps • Workflows 	<ul style="list-style-type: none"> • Utilising a Wiki • Creating Lists from Excel Spreadsheets 	<ul style="list-style-type: none"> • Templates • Custom Permissions
 Office	Explore Office 2013	<ul style="list-style-type: none"> • Key Features • Manage, Save and Share Files 	<ul style="list-style-type: none"> • Excel • Outlook • Word 	<ul style="list-style-type: none"> • PowerPoint • OneNote
	Upgrade to Office 2016	<ul style="list-style-type: none"> • Key Features • Manage, Save and Share Files 	<ul style="list-style-type: none"> • Excel • Outlook • Word 	<ul style="list-style-type: none"> • PowerPoint • OneNote
 Windows	Windows 10 Upgrade to Windows 10	<ul style="list-style-type: none"> • Windows Start • Start Customisation • Apps 	<ul style="list-style-type: none"> • Windows Desktop • File Explorer • Windows Shortcuts 	<ul style="list-style-type: none"> • Help
	Windows 10 Utilising your Windows Touch Device (e.g. Surface)	<ul style="list-style-type: none"> • Why • Start 	<ul style="list-style-type: none"> • Apps • Desktop 	<ul style="list-style-type: none"> • File Explorer • OneNote

	Introduction to Skype for Business	<ul style="list-style-type: none"> What is Skype for Business Navigate Skype for Business Presence Call 	<ul style="list-style-type: none"> Conference Share and Collaborate Instant Messaging Schedule Skype for Business Meetings Contacts and Groups 	<ul style="list-style-type: none"> Conversation History Voicemail* Settings
* Note: Voicemail is not enabled in some versions of Skype for Business				
	Introduction to Project	<ul style="list-style-type: none"> What is Project Navigate Project Create a Project Schedule 	<ul style="list-style-type: none"> Tasks Resources Track 	<ul style="list-style-type: none"> Views Print and Export Help
	Introduction to Publisher	<ul style="list-style-type: none"> What is Publisher Navigate Publisher Create a New Publication Design and Layout 	<ul style="list-style-type: none"> Adding Text, Pictures and Shapes Building Blocks Finalise a Publication 	<ul style="list-style-type: none"> Print and Export Help
	Introduction to Power BI [NEW FOR 2017]	<ul style="list-style-type: none"> What is Power BI PowerBI Desktop Connect Data Data Models 	<ul style="list-style-type: none"> Query and Transform Data Create Visuals and Reports 	<ul style="list-style-type: none"> Publish Reports Power BI Mobile
	Introduction to PowerApps [NEW FOR 2017]	<ul style="list-style-type: none"> What are PowerApps Creating an App PowerApps Studio for Windows & PowerApps Studio for Web 	<ul style="list-style-type: none"> Connect Data Screens Controls Appearance Preview an App 	<ul style="list-style-type: none"> Save and Share an App Use an App PowerApps Mobile
	Introduction to Sway [NEW FOR 2017]	<ul style="list-style-type: none"> What is Sway Creating a Sway Templates Storylines 	<ul style="list-style-type: none"> Add Text Insert Pictures and Video Add Video Cards 	<ul style="list-style-type: none"> Designs Layouts Remix Share your Sway
	Introduction to Yammer [NEW FOR 2017]	<ul style="list-style-type: none"> What is Yammer Write Posts Create Polls Invite coworkers 	<ul style="list-style-type: none"> Create Groups External Groups Add files and Notes Yammer Inbox 	<ul style="list-style-type: none"> Follow Coworkers Yammer Mobile App
	Introduction to Flow [NEW FOR 2017]	<ul style="list-style-type: none"> What is Flow Templates Build a Flow 	<ul style="list-style-type: none"> Actions and Conditions Publish your Flow 	<ul style="list-style-type: none"> Test your Flow Manage your Flows
	OneDrive [NEW FOR 2017]	<ul style="list-style-type: none"> Add personal and or business OneDrive to Windows Explorer Sync Tool Sharing Files 	<ul style="list-style-type: none"> Maintain Shares OneDrive Versus SharePoint – when to use Maintaining company OneDrive access 	<ul style="list-style-type: none"> OneDrive Web OneDrive Maintenance – who can see what in your drive?
	Introduction to Delve [NEW FOR 2017]	<ul style="list-style-type: none"> What is it and why is it there? Document Security 	<ul style="list-style-type: none"> How do I find people and information Content Cards 	<ul style="list-style-type: none"> How does Delve know what is important to me
	Introduction to Teams [NEW FOR 2017]	<ul style="list-style-type: none"> Overview Different ways to access Teams 	<ul style="list-style-type: none"> Add a Team Channels Conversation Toolbar 	<ul style="list-style-type: none"> Alerts Search

2017 program of educational events

Good Bad and Ugly of Cloud	Auckland	10 Aug
	Christchurch	18 Oct
365 An introduction to office 365 and how you can apply the benefits to your business	Auckland	17 Aug, 19 Oct
	Christchurch	13 Sept
Productivity and SharePoint The latest Productivity tips for Microsoft Office and introduction to sharePoint	Auckland	13 Sept
Data Tools and Tips to apply data within your business	Auckland	11 Oct
	Christchurch	9 Aug, 19 Oct
Security Update on the latest trends in security from a NZ perspective	Auckland	17 Aug, 19 Oct
	Christchurch	13 Sept
What's new in Office365 Microsoft Office is continually being developed this seminar provides an update on new releases in the last quarter	—	12 Sept, 7 Nov
	Christchurch	9 Aug

Improved Excel Functions

With the Office 365 version of Excel you get the latest functions as Microsoft release updates.

A couple of new ones include:

IFS – checks whether one or more conditions are met and returns a value that corresponds to the first TRUE condition. It makes it much easier to do nested IF statements.

C2

=IFS(B2>90,"A",B2>80,"B",B2>70,"C",B2>60,"D",B2>=50,"E",B2<50,"F")

	A	B	C	D	E	F	G	H	I	J
1	Name	Stats for Month	Rating							
2	Ben	67	D							
3	Mike	65	D							
4	Tony	96	A							
5	Juliet	86	B							
6	Ross	72	C							

Concat and Textjoin – Concatenate is now called Concat. Use Textjoin to join items and insert a delimiter.

D2 ✕ ✓ *fx* =TEXTJOIN(" ",,A2,B2,C2)

	A	B	C	D	E
1	Name	Stats for Month	Rating	Report Information	
2	Ben	67	D	Ben, 67, D	
3	Mike	65	D	Mike, 65, D	



READY TO RUN

Computer Coaching Courses

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"

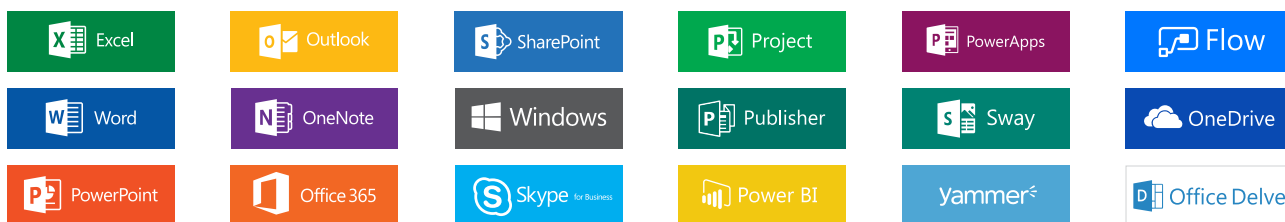


"You have been instrumental in providing EMA members and customers with the best and latest training in Microsoft Office applications. Course participants have been very complimentary of their hands-on classroom coaching approach"



"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



Phone 09 379 8200
Email info@computercoaching.co.nz
Web www.computercoaching.co.nz

