

## Tip Talks. You'll be amazed at what you learn.

Nerdy Books' Tip Talks and Tip Workshops are the most convenient, cost-effective method of teaching users how to work smarter and faster. Unlike traditional training, these intensive, fast-paced modules highlight the software's hidden and little-known tips, tricks and shortcuts to increase productivity and reduce stress and frustration.

### Tip Talks are topic-specific

By breaking out the myriad of uses for each software program into specific, manageable chunks, we allow you to choose from a list of most frequently used skills and routines that are part of your day to day job. Unlike traditional training models which give you a little about a lot, our Tip Talks will help you master the most relevant aspects of your work.

Using shortcuts, tips and workarounds will reduce time spent on common software tasks by 50%—much more in most cases!

### Tip Talks are short

Shorter sessions—50 to 90 minutes—keep time away from the office to a minimum, and keeps attendees focused. Our fast-paced, energetic delivery makes every minute count.

Repetitive Stress Injuries (RSIs) now cost companies an estimated \$20 billion a year.

### Tip Talks are focused on the shortest way

Why will you get more out of a 50-minute Tip Talk than the normal full-day training? Unlike traditional training, our emphasis is on helping you get faster through the use of the tips, tricks, shortcuts and proven workarounds. Our trainers are efficiency experts and will leave you with the tools and knowledge that will enable you to work smarter and faster.

RSIs are caused by making the same movement over and over again and some of the most serious injuries come from mouse use. The mouse strains the hand by forcing repetitive use of one finger, often while the wrist is cocked. Holding down Ctrl while pressing Z multiple times to undo the last several actions is far easier on the carpal than selecting Undo from the Edit menu over and over again.

### Tip Talks build confidence and competence

Why just "use" a software program when you can "own" it? Our sessions teach you how to take control of your software and make it do what you want the quickest way possible.

### Tip Talks are convenient

Our workshops are built to fit your work day, your environment and your needs. Tip Talks are a natural, seamless way to get better at what you do.

### Tip Talks are unique

We want you to be faster at your software. We don't just show you the tips, we show you ways to remember them. We make sure you know which tips are essential, which tips work in most programs and which tips will save you the most time. You'll be amazed by what you learn.

## One employee. One Tip.

One tip used by one employee justifies the cost of a Tip Talk. Here's how:

**Tip:** To rearrange paragraphs and bullets, press **Alt + Shift + Up** or **Down** arrow.

**Average time saved:** 10 minutes per day

**Repetitive hand motions saved:** 30 or more per day

**Time saved not copying, pasting, removing extra spaces and returns, etc.:** 5 minutes

**Admin salary:** \$50,000/yr or approximately \$25/hour

**Savings:** \$2/day

**Yearly savings (based on 250 work days):** \$500

That's one employee, one tip.



# TALKS & WORKSHOPS

## Tip Talks (50 minutes)

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<b>Time:</b>	50 minutes with 15 minutes of Q & A following the session
<b>Presentation Style:</b>	Highly structured, fast-paced, topic-specific, goal-oriented demonstration
<b>Purpose/Goal:</b>	Increase proficiency through shortcuts, tricks and workarounds
<b>Format:</b>	Sessions begin with a brief 5- to 10-minute overview of the features to be covered, continue with a 30-minute live demonstration by a certified software expert, then end with a 5- to 10-minute topic review. To keep the presentation moving, participants are asked to hold all questions until post-session when the instructor will be available for 15 minutes to answer topic-related questions.
<b>Materials:</b>	Participants will receive handouts of all topics and tips covered in the talk.
<b>Class Size:</b>	Unlimited (20 participants or fewer recommended)
<b>Cost:</b>	\$500/session

## Tip Workshops (90 minutes)

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<b>Time:</b>	90 minutes with 15 minutes of Q & A following the session
<b>Presentation Style:</b>	Fast-paced, topic-specific, interactive demonstration in a lab setting
<b>Purpose/Goal:</b>	Increase proficiency through shortcuts, tricks and workarounds
<b>Format:</b>	Sessions begin with a brief 5- to 10-minute overview of the features to be covered, then continue with a 50-minute live demonstration by a certified software expert. Students will be able to follow along on the computer and ask questions. Sessions end with a 5- to 10-minute topic review followed by a 15-minute Q & A period.
<b>Materials:</b>	Participants will receive handouts of all topics and tips covered in the talk.
<b>Class Size:</b>	10 participants or fewer
<b>Cost:</b>	\$750/session

## Open Computing Lab Time

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<b>Time:</b>	Half-day (recommended)
<b>Purpose/Goal:</b>	Allow participants time to ask project and software related questions
<b>Format:</b>	We offer two formats for the computing lab. One is an unstructured environment with an expert software instructor answering questions and helping students find solutions to project-related issues. Another is a more structured setting with students signing up beforehand for individualized 15-minute sessions. In either environment, students can come in, unscheduled and take our timed "test yourself" practice tests.
<b>Cost:</b>	\$1500/half day

# TRADITIONAL TRAINING

## Onsite classroom training

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We schedule an expert software instructor to train in a full-day classroom setting at your location.

## Crash Courses

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Crash Courses are fast-paced, one-day courses designed for software trainers, users with years of experience or anyone with knowledge of several software programs.

## Project training

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Need help creating a PowerPoint presentation for an upcoming meeting? Want to redesign a brochure in Quark XPress with the help of an instructor? Project training is the way to go.

## One-on-one training

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Individualized instruction is great for students who need beginner, intermediate or advanced training tailored to their specific needs.



### Sign up. Show up. Speed up.

Got a Microsoft Excel task that's slowing you down? Give us 50 minutes and we'll show you shortcuts, work arounds and little-known tips that will speed you up. Pick your topics, come to our fast-paced, focused Tip Talk sessions led by industry experts and the rest is up to you.

#### **Working with Workbooks and Worksheets (ME2006-TT1)**

We cover a lot in this fast-paced talk. We'll show the fastest techniques for creating, duplicating, rearranging, deleting, renaming and color coding worksheets. We also cover creating workbook and worksheet templates, using custom views, setting defaults and creating workspaces.

#### **Navigating and selecting cells, rows and columns (ME2006-TT2)**

Each worksheet contains 16.7 million cells. Do you know how to navigate them? You will after this session! You'll learn little-known shortcuts for navigating, selecting, inserting and deleting cells, rows and columns, creating and using named ranges. We'll demonstrate other more advanced methods of selecting and navigating a worksheet.

#### **Formatting in Excel: No more boring worksheets! (MW2006-TT1)**

It's the end of the ugly worksheet. You'll be amazed at Excel's formatting capabilities after this tip session. We cover borders, fills, Format painter, styles, tear off menus, Autofill shading, conditional formatting and more. After we cover the tips and tricks, we'll give you real world examples of worksheet formatting to take with you.

#### **That amazing AutoFill Handle (MW2006-TT1)**

AutoFill can save you hours by automating numerous Excel tasks. You'll see. This one feature can be used to fill cells with number and date sequences, absolute and relative formulas, and subtotals and totals. We'll even show you how to use this little handle to repeat fills, borders and text formatting across and down your worksheet.

#### **Charting in Excel (MW2006-TT5)**

Excel's charting capabilities seem pretty basic at first glance. They won't after this session. You'll actually look forward to charting your data after seeing these shortcuts and workarounds for embedding charts and inserting chart sheets. We'll show you inserting, copying, changing, moving, updating, printing and more.

#### **Formula tips, tricks and shortcuts (MW2006-TT5)**

We start with the basics and move quickly into tips and tricks for writing, editing, copying and viewing formulas in Excel. We'll also show you tips for creating absolute and relative cell references, using named values in formulas, referring to cells on other worksheets and in other workbooks and for editing formulas throughout a workbook.



### To register for a Tip Talk

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# NERDY BOOKS TIP TALKS & WORKSHOPS

for Microsoft Windows and Microsoft Outlook

## Sign up. Show up. Speed up.

Got a Microsoft Outlook task that's slowing you down? Need file management help? Give us 50 minutes and we'll show you shortcuts, work arounds and little-known tips that will speed you up. Pick your topics, come to our fast-paced, focused Tip Talk sessions led by industry experts and the rest is up to you.

## Windows

### Exploring Windows Explorer: File Management Tips and Tricks (MW06-TT1)

Discover essential file management skills every Windows user should know: navigating Windows Explorer, file management tips and tricks, finding lost files, selecting multiple files, viewing file details and working with folders and subfolders. We'll demonstrate the fastest way to copy and paste files, create shortcuts, work in dialog boxes, find files, view files, zipping compressing

### Crash Course in Windows Explorer Tips and Tricks (MW06-TT2)

Now that you can create folders, save, move, find and delete files without thinking, it's time to crank up the file management volume. You'll learn proven, time-saving techniques and best practices to get the most out of Windows Explorer.

### Windows Shortcuts you Gotta Know (MW06-TT3)

After this session, you'll wonder how you ever used Windows without these essential tips, tricks and shortcuts. We go beyond undo, cut, copy and paste (although we cover those, too) to over 25 Windows and Microsoft Office shortcuts that will cut your task time in half—if not more!

## Outlook

### Control your Contacts and Manage your Calendar (MO06-TT1)

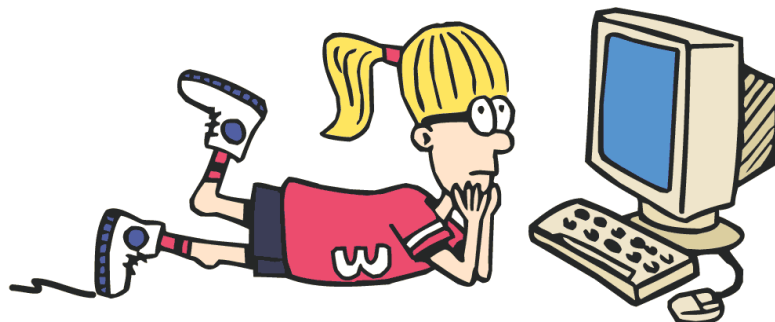
This fast-paced tip session demonstrates tricks for managing appointments, contacts and tasks the fast and easy way. This session is for Outlook users who want to create, share and link contacts and use categories to sort and find contacts on the fly. The session also covers numerous shortcuts for scheduling meetings and appointments, creating multiple calendars, setting options, sharing your calendar with others and creating and working with group schedules.

### Managing, Organizing and Sending E-mail and Attachments (MO06-TT2)

We start with an overview of Outlook shortcuts for basic e-mail functions: sending, receiving and responding to e-mail. Then we cover a multitude of tips, tricks and workarounds for organizing messages into folders and sub-folders, using the Rules Wizard, restrictions and AutoResponder, creating distribution lists and using vCards, signatures and stationery. We end by showing you various methods for dealing with Outlook's biggest headache: large e-mail attachments.

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### Sign up. Show up. Speed up.

Got a Microsoft PowerPoint task that's slowing you down? Give us 50 minutes and we'll show you shortcuts, work arounds and little-known tips that will speed you up. Pick your topics, come to our fast-paced, focused Tip Talk sessions led by industry experts and the rest is up to you.

#### **Formatting Text and Paragraphs: Become an expert in less than an hour (MP06-TT1)**

Yep. PowerPoint has formatting shortcuts. Lots of them. Without them, you'll be click, click, clicking through drop-down menus and dialog boxes. Let us demonstrate how you can save loads of time (and your carpal tunnel) doing some of PowerPoint's most mundane tasks.

#### **Working with PowerPoint Slides Doesn't Need to be Work (MP06-TT2)**

PowerPoint's slide capabilities seem oh so limited until you see this demonstration. Watch an expert show you tips, tricks and shortcuts for navigating, viewing, copying, duplicating, rearranging, removing, showing, printing, saving, opening and finally closing slides. You'll be amazed at what's in there!

#### **Fun with PowerPoint Tables. Yeah, tables. (MP06-TT3)**

A whole session on tables? Yep. PowerPoint's table feature may seem unbelievably limited, it's not. We'll show you how to create professional-looking tables that will impress your colleagues that didn't sign up for this session! And, we'll show you the shortcuts and workarounds that will let you spend more time making them look pretty and less time making them work.

#### **Inserting Graphic Elements - beyond clip art, AutoShapes and family photos (MP06-TT4)**

If you've used PowerPoint more than a few times, you've probably figured out how to insert pictures, clip art and AutoShapes. We'll go beyond just dropping them in and resizing them, we'll help you find modify, crop and size photos, work with clip art and text boxes and show you AutoShapes shortcuts that you never knew existed. We'll even cover that mysterious Print Screen button.

#### **Oh boy. Flowcharts, process charts and org charts! (MP06-TT5)**

After this session, you'll actually want to create flowcharts (and process charts and org charts). There are sooooooooooooo many shortcuts, we may not get to all of them. No kidding. Show up and speed up. You'll see.

#### **Beyond Bullet Points! (MP06-TT6)**

Tired of PowerPoint's tired old templates? Designing your own is easier than you think, especially when you know a few clever tricks of the trade. We'll show you example after example of personalized slide layouts that will make your presentations (or your audience) sing.

#### **Sharing PowerPoint Slides with other programs and other presentations (MP06-TT7)**

Sharing slides could be one of PowerPoint's most elusive "features". Not after this session. You don't have to work at a PowerPoint help desk to import PowerPoint slides into Word, Excel, Outlook and other presentations or to bring in tables from Excel and documents from Word. You just have to show up for this short presentation where we demonstrate (quickly) what makes PowerPoint tick.

#### **Masters—If you're going to use PowerPoint, you gotta use them (MP06-TT8)**

Raise your hand if you don't really know how to effectively use PowerPoint's title and slide masters. What about PowerPoint's multiple masters feature? This session has something for everyone from the novice who has no idea what a master is to those of you who think you do.



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#### **Formatting Text and Paragraphs: You won't believe what's hidden in Word (MW06-TT1)**

We'll show you how to double your speed formatting text and paragraphs with some amazingly simple but little-known Word shortcuts. (Don't tell your boss you know these!) We'll demonstrate how you can format documents that typically take 10 minutes in less than 2 minutes!

#### **Double your speed with these 25 Weird Word Shortcuts (MW06-TT2)**

Have a cup of coffee before coming to this session! We take you on a whirlwind cruise around Word and show you some of the least-known, "should-be-used-by-everyone-and-their-brother" shortcuts. Warning: you may lose sleep once you see how fast you could have been working in Word! Sorry.

#### **Spruce up your Tables (MW06-TT3)**

Relax. Creating tables is a breeze. Sign up for this Tip Talk and you'll be creating (and editing) professional-looking tables in no time. (Ok. Some time.) We'll show you shortcuts and work-arounds to insert or draw tables quickly, merge and split cells, add and remove rows, columns and cells, position text, apply borders and shading, sort data and more! We'll even show you how to navigate that mysterious Table toolbar and drop-down menu.

#### **Inserting Graphic Elements - beyond clip art, AutoShapes and family photos (MW06-TT4)**

Do your pictures jump around on the page? Do they take forever to print? Not sure what format to use? Now that you know how to insert pictures, draw AutoShapes and find ugly clip art, it's time to pump up the volume. We'll help you end the frustration of modifying pictures, cropping and uncropping, wrapping text around images, inserting text boxes and more!

#### **Styles for the non-believer (MW06-TT5)**

Want to go home early? Start using styles! Get this... they're easy to create, modify and use. Whether you're an experienced style user or have no idea what a style is, this "choked-full-of-shortcuts" session on styles is for you.

#### **AutoCorrect and AutoText (MW06-TT6)**

Great time savers if used properly. You can add just about anything to AutoCorrect—pictures, hyperlinks, tables, formatted text—and AutoText is even more powerful. Once you see these two handy features in use, you'll wonder how you ever used Word without them.

#### **Using Microsoft Word with Other Programs (MW06-TT7)**

Just a few simple tricks and you'll save once you know how to link to Excel worksheets and charts, send document outlines to PowerPoint, figure out when to use a different file format and make sense of Word's email options.

#### **You gotta learn to share - collaborating on documents (MW06-TT8)**

Most of us don't work alone. With Word's reviewing tools, collaboration has never been easier—or more confusing. We'll demonstrate effective uses of comments, tracking changes, modifying user information, comparing and review document changes and sending and routing documents for review. Fun. Fun. Fun.



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