



Top Tips Newsletter February 2009

Shortcuts

New Tabs in Internet Explorer

When you're using tabbed browsing on internet explorer you can quickly open up a new tab by pressing 'ctrl' and 't'.

F4 - to repeat

In Word, using the **F4** key allows you to repeat your last action, for example:

- if you wish to make a few areas of typing bold, throughout a document, simply highlight the first part of text and press 'ctrl' and 'b'. then highlight the next part of text and press **F4**, this will repeat the bold action.
- similarly, if you wish to enter the same text in a number of cells on a table, type the text in the first position, then move your cursor to the next position and press **F4**, this will repeat the typing.

The **F4** key can be used in lots of different areas and I usually try it anyway, just in case there's another one I can use it in to help save time.

Case Study

Emily is a chartered occupational psychologist and helps organisations understand their problems in areas such as staff performance and motivation.

Emily had been working from home for quite a while and as is often the case her home office had become disorganised and seemed much too small. **The Cotswold VA** spent half a day with Emily starting with a much needed de-cluttering of her work area and then organising some simple systems to enable her to make the most of the space available and so work more productively.

Emily said 'I never seemed to have the time to sit down and sort through my office, but spending a relatively short period of time with Kathy challenging me on my piles of paperwork and organising some systems made a big difference. It seems a minor thing but made a big impact on how I then felt about coming into my office in the morning!'

For more information, visit Emily's website at www.ejhconsulting.co.uk.

Look out for more tips in the April 2009 Newsletter.

Please note these tips have been tested out on Windows 2000 and XP.