



The Cotswold VA



Top Tips Newsletter May 2009

Shortcuts

Using **Ctrl Esc** will open the **Start Menu**.

Alt F4 closes the current window.

Work Menus

If you access one or more documents on a regular basis, then you could create a **work menu** on your toolbar. This will give you single click access to your chosen documents.

Right click onto an empty area of the toolbar then select **customise**, then **commands**. Scroll down the **Categories list** on the left and highlight **built in menus**. On the **commands** list opposite scroll down to **work**. Click, hold, drag and drop this onto the toolbar and then close **customise**.

Open each document in turn that you want to include on the **work menu**. Then go to the **work menu** button and click **add to work menu**. To remove entries, press **Ctrl Alt -** (hyphen), the cursor changes to a thick bar which should be placed over the entry you want to delete, then click the left mouse button.

Case Study

Claire formed **happynurses** in 2007 and from the start she knew exactly which parts of the business she wanted to focus on and which parts she wanted to outsource. Claire asked for help in many of the administrative aspects of her business and **The Cotswold VA** now provides her with consistent support on a regular basis, whether in person, via email or on the telephone.

To date the work has included organising seminars; creating contact databases; creating and issuing mail shots; proof reading and carrying out extensive internet research on customers and business contacts.

Claire said "Kathy has been a great help in organising me and my business systems. She is efficient and works quickly to make sure I get the work returned to me rapidly. Kathy has translated many of my scribbles and mind maps into usable documents that can be used by my whole team, as well as organising events for me. She is a pleasure to work with - friendly, reliable and with a good eye for spelling mistakes!"

For more information, visit Claire at the website www.happynurses.co.uk.

The next edition of Top Tips will be in August 2009
Please note these tips have not been tested out on Vista.