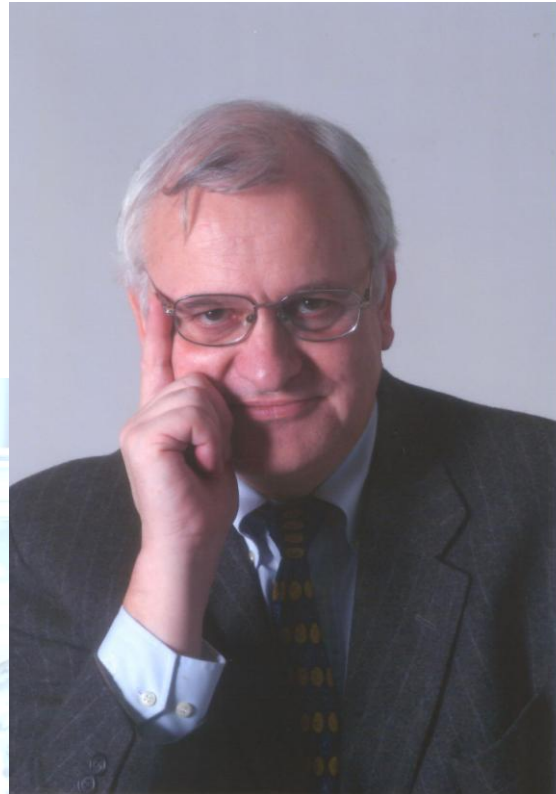


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ITMatters

In this regular column Charles Zealey of ITSolve covers all aspects of business and personal computing. If you have a question about IT matters, email it to Charles on itmatters@itsolve.co.uk



Productivity

For many of us, the greater part of our working day is spent behind a computer screen.. So, a very significant amount of our productivity is dependent on our ability to use the computer efficiently. This week, I want to suggest to you some ways you can improve your productivity and so perhaps shorten your working day. If only!

Learn the basics

First and foremost, nearly everyone will benefit from spending just a few hours learning some the tricks and tips in using Microsoft Windows or some of the applications. As you might expect there are plenty of web sites which will help you. I particularly like <http://www.oneil.com.au/pc/> but if you have some favourites please let me know. A few minutes each day spent just learning that some of them will repay itself many times over in improving your efficiency in using the computer.

Clear your desktop

Your computer desktop was intended to be just that. A place where you lay out the documents you are working on at the time. Unfortunately over time the desktop has become used for many other things, and for most of us that desktop is cluttered with all sorts of icons which are never used. So spend some time removing those icons; if you are not brave enough to do that then create a folder on your desktop and drag the icons you don't use into that folder. A clear desk! Keep it that way. Start to use folders on your desktop or documents on your desktop for the items of work you're going to do during the day perhaps create a folder with links to all the documents relevant to a particular project. If maybe you have some spreadsheets and accounting work to do place links to the spreadsheets and a link to the accounting package so that when you open the desktop folder. You have everything to hand to complete the task.

Use those tabs

Do you visit a number of websites on a daily or weekly basis - perhaps to check information, or to do your online banking or to check the news? If so create a bookmark folder and place bookmarks of those sites into it. Then just right-click the folder and select 'Open in Tab Group' (Internet Explorer). Select each tab in turn – read the page or do what you need to, then close the tab. Simple.

While you are at it why not add a link to your favourite PC Tutorial site to your daily folder and begin your daily training regime?

Charles Zealey is a consultant working with business professionals helping them to improve their organisation's productivity and effectiveness with the use of Information Technology. Typically a return on investment can be achieved with 6-12 months. To access help sheets go to www.itsolve.co.uk/HelpSheets/. For a free half-hour consultation on business IT issues phone 01635 869863 or email lisa@itsolve.co.uk.

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