

## Essential Windows Skills For Professionals

There is little value to be gained by training in desktop applications or applications development unless the basic skills in Windows, and the operational philosophy of Windows is mastered by users.

We recommend that all staff be brought up to a professional level of Windows skills so that the remaining streams can focus on specific skills without the delays inherent in awkward and naive use of Windows.

Training in Essential Windows Skills starts paying for itself the minute the student leaves the course, and pays for itself every working day thereafter, regardless of the application being used by the student.

The course consists of four modules of about 90 minutes each. The modules can be taken a few days apart, or taken contiguously.

The four modules delivered here are not a complete course; they are sample material only. For example, [Keyboard Shortcuts](#) shows about one-fifth the shortcuts I use and perhaps only one twentieth of those I could use. My idea is that [Keyboard Shortcuts](#) shows enough shortcuts to have attendees wondering "What else do I do that might be done by shortcut? And then start finding out for themselves. In Styles we demonstrate just enough to see that [Styles](#) are faster than local formatting, and we hope that attendees will explore other aspects of styles.

In all four cases we encourage attendees to return and take a full module in [Keyboard Shortcuts](#), Navigation and Selection, and [Styles](#) in their relevant application.

## **Module (1) [Keyboard Shortcuts](#)**

The only question you will have at the end of this module is "Why didn't they teach me this twenty years ago?".

You will learn why these shortcuts are the most profitable techniques that will serve you every day.

## **Module (2) [The Golden Rules of Windows](#)**

How to regain control of the computer.

These techniques will automatically put YOU in control of the computer, regardless of the application you are using.

## **Module (3) [The Theory of Life](#)**

Navigation and Selection: All of life is spent either keying in, or doing something with it. Doing Something is always Go To, Select, Action!

This module makes the second part fun. No kidding!

## **Module (4) [Styles](#)**

If you are not using styles, you are doing too much non-essential work.

We explore styles in a word processor and in a spreadsheet.