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*At **ComputerMaster** our training and consulting is about empowering you so that you can discover the secrets of using your computer efficiently and with confidence. We help you become the master of your computer."*

Jurgen Schmechel – software wizard



Dear Aaron,

How to get more done in less time?!

Welcome to our January newsletter where we supply you with useful information about your software and computer.

We wish you a fantastic and successful 2007

**Yours
Jurgen Schmechel**

This month topics:

- Get yourself organised with the IT-Handbook™
- PowerPoint® - how to make an effective presentation
- Shortcut of the month - Outlook
- Turn your weekdays into weekends in 2007.

1. Use the new year to sort out your IT-infrastructure

We know it is hard to keep up with all the good new years resolutions. Especially if you want to get a handle on your IT-infrastructure. It seems too hard and too convoluted. But wait there is help at hand.

Have you ever been in a country where you did not speak the language or not very well? It can be very difficult to communicate and sometimes you may end up at the wrong place or with the wrong things.

Dealing with your information technology providers can be much the same. How do you communicate at the right level so that you ensure you don't end up in the wrong technology place or with the wrong IT items for your business?

What our clients say about us...

" Just want to let you know Tip 4 has revolutionised my inbox!
Thanks Jurgen"
Paul Jones – Magneto
P/L

"Jurgen, where were you 10 years ago?"

Thanks for the Microsoft Office tip today. I could have literally saved hundreds of hours of time in the last 10 years while creating proposals. I can't get that wasted time back but at least I now have a true time saver."
Damian Noonan
Vitecomm P/L

"I attended Jurgen's workshop on how to save time using your computers including learning a better way to handle your emails.

As a Small Business Owner, time is money, and the more time spent working on the business rather than fiddling around with spread-sheets, computers and emails the better."
Michelle Hudson

Through education and practical real world help.

Aaron, now is the time: enter the IT Handbook, a must have for any business owner. A great combination of education and practical guidance to the what, why and how of technology in your business.

Register at www.ithandbook.net/masteryourinbox.html for a special offer for you.

The IT-Handbook is a new product from **Damian Noonan** and [Vitecomm](#) P/L.

2. Happy presenting with PowerPoint

Presenting with PowerPoint is tricky, because you do not need the software skills alone, you also need to know what you want to achieve by using PowerPoint in a presentation. And you need certain presentation skills.

The following tips are actually from one of our clients: [Michelle Bowden](#).

There are **two key** things to remember with PowerPoint:

1. The Rule of 3
2. Split attention

The Rule of 3 is 3 slides per hour; 3 points per slide; and 3 words per point.

Split attention is the phenomena where the presenter uses slides and stands near them. You find yourself sitting in the audience feeling distracted because you are looking from the presenter to the slides and back again – as a result you don't listen properly and don't take in their message.

Avoid 'split attention' by using the shortcut and then the audience is either looking at you standing in the middle (with the slides blanked out), or at the slides while you are standing off to the side.

Claim your space as much as possible in the middle.

Please Consider:

- Times New Roman font style;
- a minimum of 30pt font size;
- dark text on a light background;
- colour code your slides;
- replace words with pictures;
- refer to slides from the other side of the room;
- do not to use a laser pointer – they can be distracting.

And here is to learn more about Michelle and here fantastic training to excellent presentations: www.michellebowden.com.au

3. Shortcuts of the month

Do you want to learn more and increase your productivity by up to 30%?

Every time your hand leaves the keyboard and does a circular dance with the mouse, it interrupts your flow of typing, slowing you down. Therefore it is one of our main focus in our trainings to get you faster with your software.

For this month we want to concentrate on (keyboard) shortcuts in Microsoft® Outlook®

Ctrl + N Starts a new email, when you are in the inbox.

Shift + Ctrl + M Starts a new email, when you are anywhere else in Outlook. So no matter where you are in the Calendar, the Tasks or the Contacts this shortcut will bring up a new email immediately.

Please try this one out – we know how powerful this simple trick is, because it could save you valuable time – each day. Have fun with it – it's easy!

You might as well print these shortcuts and keep them close to your keyboard to learn one shortcut at a time. It is worth the effort.

For more powerful shortcuts please go to our website: www.computermaster.com.au

4. Turn your weekdays into weekends in 2007

As a special present to all of our readers we would like to give you a great start into a prosperous 2007:

"Go For Your Life." How to turn your weekdays into weekends through property investing is a great book written by a guy called **Chris Gray**. He started investing at the age of 22 and turned \$35k into a \$3.5m property portfolio in under 9 years and retired from full time work at the age of 31 – pretty impressive!

I found it such an interesting read with some really good ideas that I bought 5 of them and I'm going to give them away to five lucky readers.

All you need to do is email ComputerMaster@goforyourlife.com.au before Friday 12th January and you will be entered in the draw. Everyone will be a winner as Chris has kindly offered to send all entrants the first three chapters as a second prize.

No matter how busy your schedule, at ComputerMaster we can show you how to save more time at work by '[Mastering Your Inbox](#)' and then Chris can show you how 'turn those weekdays into weekends' so that you can have even more fun in 2007!

Check out www.goforyourlife.com.au for more information as he also mentors people in how they can do it too.

5. Summary

To repeat the main points from this newsletter:

- IT-Handbook makes your resources available when you need them
- Results through learning and laughter – excellent PowerPoint tips

- Become more powerful in Outlook® with keyboard shortcuts
- "Go For Your Life" your plan to property in 2007.

I am looking forward to hearing from you.
Thanks for your feedback.
And remember to give yourself a top day!

All the best for you Aaron in 2007!

Jurgen Schmechel
Software Wizard



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