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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 Donna,

How to get more done in less time?!

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

This month topics:

- My 3 finger rule against viruses.
- Back up your data online
- Shortcut of the month - Excel
- Back from the future – Craig Rispin

1. Protect yourself against viruses.

How do you protect yourself against attachments which might contain viruses?

Please follow this [link](#) or click on the picture below to watch our 90 second video about my 3-finger-rule.



Had Enough Of Viruses? The Seven Things You Need To Know About Your Email System – checkout [MasterYourInbox](#)

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
The Loan Lady

2. Backup your data online

Last month we wrote about the importance of backing up your data. Again the feedback from our clients have been very interesting, because you(!) are still not doing it – for various reasons.

This month we want to introduce you to the concept of securing your critical data on the internet, then you have no more excuses!

Well we all have forgotten to back-up as scheduled for the Friday afternoon, or we haven't been in the office at that time. Then we either felt guilty over the weekend, or we forgot it so completely that only the reminder from our Outlook-System on Monday morning brings back the memory. But there is a solution at hand.

Why don't you back up your vital data automatically on the Internet?

The internet is so secure – you do all your banking over the net – you might even discuss sensible medical issues in emails, or you book your life insurance on the web.

So there is no reason to hold back and neglect the online backup possibilities. Let me run you quickly through the advantages and disadvantages of storing your critical data on a server somewhere in the world wide web.

Advantages

- no extra hardware to buy and install
- no storage of CDs or tapes
- no loss of data in case of fire
- no loss of data in case of theft
- easy recovery in minutes from everywhere in the world
- automatic or scheduled backup each day (it's like set and forget)
- quick, because only the changes will be backed up each day

And the disadvantages? Apart from the price – none! In the midterm run it seems to be more expensive than buying yourself a external data-storage device. But only if you just compare the money investment. The moment you take your time into account for your work of weekly (or daily) connecting the storage-device to your computer and doing the back-up manually or semi-automatic – then the online solution is by far less expensive.

And please, Donna, before you argue about the price – do not forget what it would cost you to find back the data and re-enter them into your system.

There are so many different solutions and packages available on the market. I will research and compare them for you and give you my personal recommendation in our next months newsletter.

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 to navigate quick and effortless in Microsoft® Excel®

| | |
|-------------|---|
| Ctrl+PgDn | Selects the next worksheet in your Excel-file |
| Ctrl+PgUp | Selects the previous worksheet in your Excel-file |
| Ctrl + [F6] | Selects the next open Excel-file |

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. Know First, Be First, Profit First

In the beginning of February we had the famous futurist [Craig Rispin](#) as a presenter at [City Business SWAP](#), here's a short summary.

"Is the world passing you buy" was the provocative and shaking phrase Craig started his presentation. And throughout the seminar, whenever he pointed to one of the recent developments or famous websites, he asked us again.

In fact for a lot of us there is literally no time to visit web-sites like www.youtube.com, www.myside.com or www.secondlife.com, because we working on our businesses.

But the question is, do we really have no time for these websites? Interestingly enough you can earn real money by working in the virtual ("second") world. There is a famous designer who is creating expensive clothes for the avatars in the "second life" – and she's being paid in real dollar. Absolutely amazing. What could you offer in the virtual world, how can you create a hype for your products?

Maybe it's time to look outside of your comfort zone – maybe it's time to look over the fence and see where the world is drifting towards, maybe the world is in fact flat. Maybe the world is passing us by and suddenly we are obsolete and the business has been taken over in and from the virtual world.

One of the predictions from Craig was, that in 8 years time 98% of us will either be made redundant or have a completely different job. The businesses as we know them will end! So it's time to niche ourselves and find social networks. Because there Craig made another conclusion by looking into global structures - he predicted that an organisation that's like a network will always last over a hierarchy.

So what can you do today – to be still in demand in 8 years time?

Here are some book tips from the expert:

„The World is Flat - A Brief History of the Twenty-first Century“

by Thomas L. Friedman

„The Wisdom of Crowds“

by James Surowiecki

5. Summary

To repeat the main points from this newsletter:

- Protect yourself against viruses
- Back-Up your data online
- Become more powerful with keyboard shortcuts
- Review of seminar with Craig Rispin

We are looking forward to hearing from you.
Actually this month we would like to ask you for a short vote.
Please click on one of the buttons here – thank you:



And remember to give yourself a top day!

Jurgen Schmechel
Software Wizard



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