



4D Group

## Desktop Efficiency

### Who would benefit?

Anyone who uses a PC and want hints and tips to improve personal productivity, and using computer effectively.

### Objective

To identify areas that delegates are aware they need to improve and to show delegates things they never knew were possible. They will be given tools and tips and practical advice and each course will vary depending upon the requirements of delegates.

### Content

- Customise your Start menu
- Customise your desktop
- Organise your work to help find files by using folders
- Create and use shortcuts to enable quick access to areas of interest
- Customise your toolbar, settings and icons
- Get the most from Windows Explorer
- Manage printing and print queues
- Questions and answer session

### Duration

Half day