



“NOTHING SHOULD TAKE YOU MORE THAN 3 CLICKS”



What would you with an extra week a year?

By attending this workshop you could potentially achieve 1 extra week of time.

We guarantee you that we will be able to show you in just a few tips that you could save 5 minutes a day when working in those programs which if used every day equates to 1 week a year!

In the workshop, we will give you some useful tips and tricks in Microsoft Outlook, Word and Excel (all of which work in all the versions)!

Remember 3 things:

Nothing should take you more than 3 clicks

Nothing should be laborious

Nothing should be repetitive

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