



Computer Coaching builds staff productivity.

Introduce new work practices that unlock the features and potential of your computer systems.

Shortcut keys

Shortcut keys can save you heaps of time. Many of the commands in Microsoft Office have a shortcut key. Here are a few of our favourites.

WINDOWS



Use these to arrange multiple applications/windows on your screen. In Windows 10 you can arrange up to 8 windows if you have two monitors.

Ctrl+C

Copy

Ctrl+X

Cut

Ctrl+V

Paste

Ctrl + Shift + Esc

Task Manager

OFFICE

Ctrl+N

New - create a new document in Word, new workbook in Excel and new email in Outlook Inbox

Ctrl+P

Print

Ctrl+S

Save

Ctrl+Z

Undo

F7

Spellcheck

EXCEL

Alt + =

Autosum

Alt + ▾

Create a dropdown based on the data above

Ctrl+ .

Duplicate cell above

Alt + h d r

Delete row

Alt + h d c

Delete column

OUTLOOK

Alt + Ctrl + r

Email - turn an email into a meeting request

Ctrl + Shift + g

Flag for follow up

Ctrl + Shift + e

Create new folder

Alt + Ctrl + f

Forward selected email as attachment

Ctrl + d

Delete an item

WORD

Ctrl + f

Find - opens the Navigation pane

Ctrl + h

Find and replace

Ctrl + Shift + c

Copy formats

Ctrl + Shift + v

Paste formats

Alt + Ctrl + 1 or 2 or 3

Apply Heading Style

1 or 2 or 3

POWERPOINT

Ctrl + m

New slide

Ctrl + d

Duplicate eg. selected text box, shape or picture

Alt + n v o

Insert online video eg. YouTube

Ctrl + k

Insert hyperlink

ONENOTE

Ctrl + Shift + e

Email page

Alt + n a

Record file

Alt + n f

Insert file

Alt + h b

Tag as To Do item

Our Ready-To-Run Coaching Sessions

All sessions in the version of the application you have and can be run as either a 3hr session with hands on practice (short mid interval break) or a 90 minute coaching session followed by 90 minute floor walk.

Excel	Excel Fundamentals	<ul style="list-style-type: none"> Navigate Excel Create, Open, Save and Edit Workbooks Formatting 	<ul style="list-style-type: none"> Rows, Columns and Sheets Formulas Print and Email 	<ul style="list-style-type: none"> Charts Help
	Excel Intermediate	<ul style="list-style-type: none"> Time Saving Features Formatting 	<ul style="list-style-type: none"> Sort and Filter Formulas 	<ul style="list-style-type: none"> Analysis with Pivots and Charts
	Excel Advanced	<ul style="list-style-type: none"> Data Validation Analysing Data Tables - Pivots PowerPivot* 	<ul style="list-style-type: none"> Power Query* (Get and Transform) Form Controls Record Macros 	<ul style="list-style-type: none"> * Note: Features only available from Excel 2010 onwards with Office Professional Plus
	Excel Business Intelligence	<ul style="list-style-type: none"> Format as Table Pivot Tables and Charts Powerview PowerPivot 	<ul style="list-style-type: none"> Quick Analysis* Power Query (Get and Transform) 	<ul style="list-style-type: none"> * Note: Features only available from Excel 2013 onwards. Power View & PowerPivot are only available with Office Professional Plus
Word	Word Fundamentals	<ul style="list-style-type: none"> Navigate Word Create, Open, Save and Edit Documents Format Text 	<ul style="list-style-type: none"> Insert Tables, Pictures, Screenshots and SmartArt Headers and Footers 	<ul style="list-style-type: none"> Page Setup Spelling Print and Email Help
	Word Intermediate	<ul style="list-style-type: none"> Time Saving Features Styles Navigation Pane Insert Charts 	<ul style="list-style-type: none"> References - Tables of Contents, Footnotes, Captions and Cross Envelopes and Labels 	<ul style="list-style-type: none"> Track Changes and Comments
	Word Advanced	<ul style="list-style-type: none"> Compare Documents Templates Style Sets Mail Merge 	<ul style="list-style-type: none"> Forms Form Controls Macros Co-authoring* 	<ul style="list-style-type: none"> * Note: This feature is only available from Word 2010 onwards where documents are stored in SharePoint or OneDrive
PowerPoint	PowerPoint Fundamentals	<ul style="list-style-type: none"> Navigate PowerPoint Create, Open, Save and Edit Presentations Format text 	<ul style="list-style-type: none"> Themes Insert Tables, Pictures, Screenshots and SmartArt 	<ul style="list-style-type: none"> Spelling Print and Email Run Your Slideshow Help
	PowerPoint Intermediate	<ul style="list-style-type: none"> Time Saving Features Master Slides Video 	<ul style="list-style-type: none"> Drawing Tools Insert Charts Automating Slideshows 	<ul style="list-style-type: none"> Animations and Transitions Comment and Compare
Outlook	Outlook Fundamentals	<ul style="list-style-type: none"> Navigate Outlook Email Tasks Calendar Contacts (People) 	<ul style="list-style-type: none"> Notes Signatures Out of Office (Automatic Replies) Print 	<ul style="list-style-type: none"> Deleted Items Search Permissions Help
	Increase your Productivity with Outlook	<ul style="list-style-type: none"> Time Saving Features Quick Parts Quick Steps Rules 	<ul style="list-style-type: none"> Conditional Formats Categories Manage Email with the 4Ds 	<ul style="list-style-type: none"> Integrating Email, Tasks and Calendar Search
OneNote	OneNote Introduction	<ul style="list-style-type: none"> Benefits of Digital Note Taking Navigate OneNote Create Notebooks Organising Information 	<ul style="list-style-type: none"> Create Content in OneNote Add Content from Other Sources Tags 	<ul style="list-style-type: none"> Search Share Print Help
	OneNote Intermediate [NEW]	<ul style="list-style-type: none"> Time Saving Features Templates Share 	<ul style="list-style-type: none"> Collaborate Link with Other Applications 	<ul style="list-style-type: none"> Add Ins Export to Other Applications
Office	Office 2016 Upgrade	<ul style="list-style-type: none"> Key Features Manage, Save and Share Files 	<ul style="list-style-type: none"> Excel Outlook Word 	<ul style="list-style-type: none"> PowerPoint OneNote

Office 365	New Computer User [NEW]	<ul style="list-style-type: none"> Logging In Keyboard tour Mouse tour 	<ul style="list-style-type: none"> Windows Working with Applications 	<ul style="list-style-type: none"> Multi-Tasking Settings Shutting Down
	Introduction to Office 365	<ul style="list-style-type: none"> What is Office 365 Logging In Settings 	<ul style="list-style-type: none"> Office Apps SharePoint OneDrive for Business 	<ul style="list-style-type: none"> Skype for Business Help
	Collaboration Using O365 [NEW]	<ul style="list-style-type: none"> OneNote Skype for Business - Screen Sharing Skype for Business - 	<ul style="list-style-type: none"> Online Meetings Planner SharePoint Team Sites Office 365 Groups 	<ul style="list-style-type: none"> Co-Authoring OneDrive for Business Teams
	Office365 Extended	<ul style="list-style-type: none"> OneDrive for Business - Sharing Files Delve Office 365 Video 	<ul style="list-style-type: none"> Planner PowerApps Flow PowerBI 	<ul style="list-style-type: none"> Sway Yammer
SharePoint	SharePoint Introduction	<ul style="list-style-type: none"> What is SharePoint Used For Logging In Navigate SharePoint 	<ul style="list-style-type: none"> Document Libraries Apps, Lists and Items Search Help 	<ul style="list-style-type: none"> Integration with Windows and Office
	SharePoint Administrators	<ul style="list-style-type: none"> Key Features Admin V User Create and manage Sites Site Settings 	<ul style="list-style-type: none"> Create and Manage Lists, Libraries and Apps Pages Webparts 	<ul style="list-style-type: none"> Views Permissions
	SharePoint Administrators Extended [NEW]	<ul style="list-style-type: none"> Custom Apps Linking Apps Workflows 	<ul style="list-style-type: none"> Utilising a Wiki Creating Apps from Excel Templates 	<ul style="list-style-type: none"> Custom Permissions Basic Workflows
Skype for Business	Skype Online for Business	<ul style="list-style-type: none"> What is Skype for Business Navigate Skype for Business Presence 	<ul style="list-style-type: none"> Call Conference Share and Collaborate for Business Schedule Skype for 	<ul style="list-style-type: none"> Business Meetings Contacts and Groups Conversation History Settings
Project	Project Introduction	<ul style="list-style-type: none"> What is Project Navigate Project Create a Project Schedule 	<ul style="list-style-type: none"> Tasks Resources Track 	<ul style="list-style-type: none"> Views Print and Export Help
Teams	Introduction to Teams	<ul style="list-style-type: none"> Overview Create and manage a Team Browser v App 	<ul style="list-style-type: none"> Conversations Files Apps Calls and Online Meetings 	<ul style="list-style-type: none"> Search Settings Create and manage channels
Power BI	Introduction to Power BI [NEW]	<ul style="list-style-type: none"> What is Power BI PowerBI Desktop Connect Data Data Models 	<ul style="list-style-type: none"> Query and Transform Data Create Visuals and Reports 	<ul style="list-style-type: none"> Publish Reports Power BI Mobile
PowerApps	Introduction to PowerApps [NEW]	<ul style="list-style-type: none"> What are PowerApps Creating an App PowerApps Studio for Windows & PowerApps Studio for Web 	<ul style="list-style-type: none"> Connect Data Screens Controls Appearance Preview an App 	<ul style="list-style-type: none"> Save and Share an App Use an App PowerApps Mobile
Flow	Introduction to Flow [NEW]	<ul style="list-style-type: none"> What is Flow Templates Build a Flow 	<ul style="list-style-type: none"> Actions and Conditions Publish your Flow Test your Flow 	<ul style="list-style-type: none"> Manage your Flows
OneDrive	OneDrive [NEW]	<ul style="list-style-type: none"> Add personal and or business OneDrive versus Windows Explorer Sync Tool Sharing Files 	<ul style="list-style-type: none"> Maintain Shares OneDrive Verse SharePoint - when to use Maintaining company OneDrive access 	<ul style="list-style-type: none"> OneDrive Web OneDrive Maintenance - who can see what in your drive?



READY TO RUN

Computer Coaching Courses



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What we do

Kambium is the real world approach to IT Training. We provide short, sharp programs focusing on productivity gains that users can immediately apply to their personal work. Our trainers come to your office to provide group training. One on one follow up at user's desks embeds learning, ensuring knowledge is being applied to day to day work.

Our programs are customised and designed to minimise disruption to your business (a few hours on site as opposed to a full day out of the office).

We upskill a wide range of users, whether beginners, intermediate, super users or administrators.

What our customers say



"You worked collaboratively with the project team to develop training material to suit the audience, delivered the training in an easy to understand format, working together post cutover to ensure that any additional questions were answered and assisted in the setup of voice mail as required."



"They built a custom program for Rangers stationed at Lake Waikaremoana. The program was built around business tasks and the skills the Rangers needed for their work using Microsoft Office, the feedback from the team was very positive and they learnt new skills they can apply to their work"



"Kambium were chosen for the training partner for DB Breweries new Intranet and SharePoint implementation because of their approach to working collaboratively and in partnership with us. They provided their expertise and shared past experience as we designed the content of the training and they provided skilled trainers that came onto our sites throughout New Zealand to ensure that our people were trained in the new system within a month of go live."



"There is quite the banter around the office this morning from yesterday's training, people telling each other what they have done that is different on their Outlook, "I've downloaded contacts by dragging from emails like he showed us and they all updated on my phone, that is so cool", "look at my colour coded calendar", "I feel like there's so much more I can use now! Lots of appreciation for your sense of humour and delivery style of the training too! I have already been asked when your next training is!"

What we train on

