

CHAOS IN THE OFFICE & OR COMPUTERS ARE YOUR ENEMY AAAAAAHHHHHHHHH!



**Do you work in Chaos and want calm or
Are you at times having trouble understanding and working
your computer?**

Then

**the Office / Computer Mentor
is for you!!!!!!**

I will teach you what you want to know
one on one at your pace and in your own home on
YOUR OWN COMPUTER

It's not until you want to use it that you need to know how to use it

Topics we can cover are:

- How to cut your accounting costs
- Learn to use your bookkeeping program or have someone do it at a reasonable cost to you
- Organise your work environment and create procedure manuals
- Sort your work environment to find items and paperwork
- Save time by learning to type correctly
- Learn to use Word more efficiently
- Learn to use Excel more efficiently
- Learn to use PowerPoint more efficiently
- Printer Setup
- Internet - searching, banking, newspapers etc
- Emails - create one, how to attach or download pictures / files etc

Contact:

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