

AUGUST 2010 - CALENDAR

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM 12:00	2 August Holiday	3 August Excel Introduction- Day 1	4 August Excel Power User - Day 1 Excel Introduction—Day 2 InDesign Introduction -Day 1	5 August Excel Power User - Day 2 Publisher Introduction - Day 1 InDesign Introduction -Day 2	6 August Excel Power User - Day 3 Publisher Introduction - Day 2 InDesign Introduction -Day 3
1:00 PM 4:30					
8:30 AM 12:00	9 August Excel Intermediate - Day 1	10 August Excel Intermediate - Day 2	11 August Room Hire DreamWeaver Introduction- Day 1	12 August Room Hire DreamWeaver Introduction- Day 2	13 August Room Hire DreamWeaver Introduction- Day 3
1:00 PM 4:30					
8:30 AM 12:00	16 August Room Hire	17 August Room Hire	18 August Room Hire	19 August Room Hire	20 August Room Hire
1:00 PM 4:30	Room Hire	Room Hire	Room Hire	Room Hire	Room Hire
8:30 AM 12:00	23 August MYOB Introduction - Day 1 Excel Intermediate-Day 1	24 August MYOB Introduction - Day 2 Excel Intermediate-Day 2	25 August MYOB Introduction - Day 3 Access Introduction-Day 1	26 August Word Introduction -Day 1 Access Introduction-Day 2	27 August Word Introduction - Day 2 Access Introduction-Day 3
1:00 PM 4:30					
8:30 AM 12:00	30 August Word Intermediate -Day 1 PowerPoint Essentials-Day 1 Excel Introduction - Day 1	31 August Word Intermediate -Day 2 PowerPoint Essentials-Day 2 Excel Introduction - Day 2	1 September Word Complex Documents - Day 1 PowerPoint Essentials-Day 3	2 September Word Complex Documents - Day 2 Visio Introduction-Day 1	3 September Visio Introduction-Day 2
1:00 PM 4:30					

Tips & Tricks

Cycling Through your Open Documents

If you have several documents open in Word, how do you switch between them?

You could use:

- The Window menu (Word 2003)
- View tab, Window group, Switch Window button (Word 2007)
- The Taskbar

Another option is the mouse-free alternative? Ctrl+F6. Use this keyboard shortcut repeatedly to cycle through all your open Word documents. Pressing Shift+Ctrl+F6 will cycle through the documents in the opposite direction.

These keyboard shortcuts also work in Excel and PowerPoint.

Courtesy of



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