

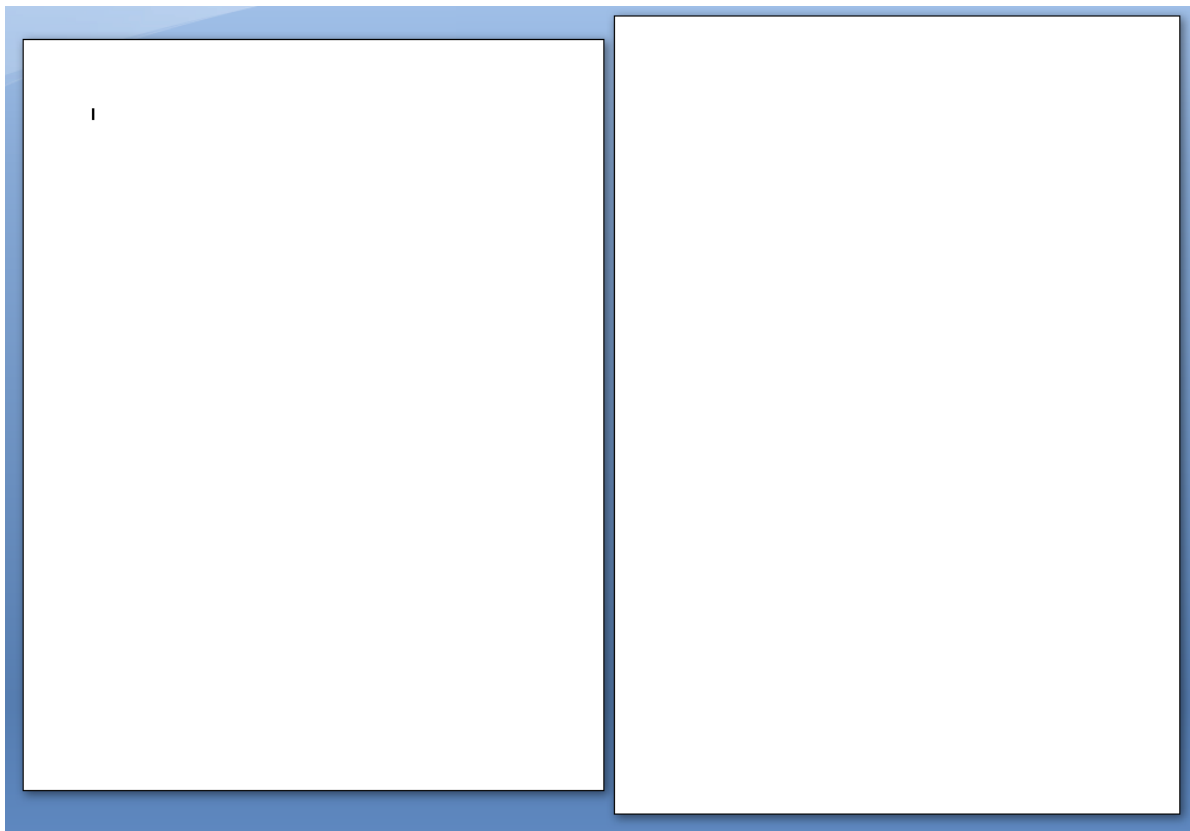
## PRODUCTIVITY QUIZ

In the following screens I have shown some things I often encounter when helping people who are struggling with document creation/modification.

While nothing here is “wrong”, it can be improved. Substantial time and effort is saved if you a) can quickly identify if basic productivity features are not being used, and b) understand how this causes inefficiencies when developing the document further.

Just as a good tradesman does most of his work with a few key tools, keeps them in good condition and within easy reach, our training emphasises how setting up your computer environment properly will improve your productivity.

**The following screen shows two pages side by side. They are specific page sizes that lead to some of the commonest problems of all. Do you know what these sizes are, their relative differences, the symptoms they can cause, and how to rectify the situation?**



**EXCEL 2003.** There are at least FIVE elements on this screen that would lead to low productivity while developing the document further.

The screenshot shows the Microsoft Excel 2003 interface with a PivotTable menu open. The menu options are: Rows, Columns, Page Break, and Name. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J
1	#	Mth	R	and	Model	Style	Paint	Made	Age	Sale Price
2	1	Jan	Mary O'Dwyer	Toyota	Corolla	Sedan	Red	1988	20	\$ 3,500
3	2	Jan	Justin Callaghan	BMW	3 Series	Sedan	Silver	2003	5	\$ 15,900
4	3	Jan	Hector Smith	Toyota	Celica	Coupe	Yellow	2001	7	\$ 12,500
5	4	Jan	Mary O'Dwyer	Ford	Explorer	SUV	Silver	2002	6	\$ 43,211
6	5	Jan	Mary O'Dwyer	Hyundai	Elantra	Sedan	White	2001	7	\$ 15,600
7	6	Jan	Justin Callaghan	Ford	Fiesta	Sedan	Green	2000	8	\$ 2,050
8	7	Jan	Hector Smith	BMW	Z3	Coupe	Silver	2000	8	\$ 11,000
9	8	Jan	Hector Smith	Toyota	Corolla	Sedan	White	1999	9	\$ 2,300
10	9	Jan	Mary O'Dwyer	Toyota	Activa	Wagon	Yellow	2001	7	\$ 3,900
11	10	Jan	Mary O'Dwyer	KIA	Mini	Sedan	Red	2005	3	\$ 12,300
12	11	Jan	Mary O'Dwyer	Volkswagen	Toureg	SUV	Silver	2008	0	\$ 43,200
13	12	Jan	Justin Callaghan	Mitsubishi	Lancer	Sedan	Red	2001	7	\$ 3,500
14	13	Jan	Hector Smith	GMH	Adventurer	SUV	White	1999	9	\$ 8,500
15	14	Jan	Hector Smith	KIA	Micro	Sedan	Red	1998	10	\$ 500
16	15	Jan	Mary O'Dwyer	Ford	Mercury	Coupe	Blue	1985	23	\$ 15,000
17	16	Jan	Justin Callaghan	BMW	Z4	Coupe	Red	2003	5	\$ 12,400
18	17	Jan	Justin Callaghan	Renault	Tricolour	Wagon	Silver	2001	7	\$ 5,670
19	18	Jan	Hector Smith	Hyundai	Elantra	Coupe	Silver	2005	3	\$ 18,900
20	19	Jan	Mary O'Dwyer	Peugot	Supreme	Sedan	White	2003	5	\$ 12,400
21	20	Jan	Hector Smith	Ford	Mercury	Coupe	Red	2000	8	\$ 32,100
22	21	Jan	Mary O'Dwyer	Renault	Mountaineer	SUV	Yellow	2000	8	\$ 15,420
23	22	Jan	Hector Smith	Toyota	Landcruiser	SUV	White	2001	7	\$ 19,655
24	23	Jan	Hector Smith	GMH	Adventurer	SUV	Silver	2000	8	\$ 3,900
25	24	Jan	Mary O'Dwyer	Volkswagen	Beetle	Sedan	Red	2001	7	\$ 2,500
26	25	Jan	Justin Callaghan	BMW	7 Series	Sedan	Red	1999	9	\$ 4,500
27	26	Feb	Hector Smith	BMW	Z3	Coupe	Blue	2000	8	\$ 3,999
28	27	Feb	Mary O'Dwyer	Ford	Ecstasy	Wagon	Silver	2003	5	\$ 4,200
29	28	Feb	Mary O'Dwyer	Ford	Fiesta	Sedan	Red	2001	7	\$ 2,540
30	29	Feb	Mary O'Dwyer	Volkswagen	Beetle	Sedan	Red	2000	8	\$ 3,400
31	30	Feb	Mary O'Dwyer	Renault	Formula 1	Coupe	Blue	2000	8	\$ 14,500
32	31	Feb	Justin Callaghan	Nissan	Pulsar	Sedan	Silver	2000	8	\$ 3,200
33	32	Feb	Justin Callaghan	Mitsubishi	Lancer	Sedan	Red	2000	8	\$ 4,300
34	33	Feb	Hector Smith	Nissan	Pulsar	Sedan	Yellow	2003	5	\$ 6,700
35	34	Feb	Hector Smith	KIA	Stellar	Sedan	Silver	1999	9	\$ 2,000
36	35	Feb	Mary O'Dwyer	Toyota	Celica	Coupe	Red	2003	5	\$ 15,400
37	36	Feb	Justin Callaghan	Toyota	Celica	Coupe	Red	2000	8	\$ 4,200
38	37	Feb	Hector Smith	Ford	Mercury	Coupe	Red	2001	7	\$ 2,540
39	38	Feb	Mary O'Dwyer	Renault	Megane	Sedan	Green	2001	7	\$ 3,400
40	39	Feb	Mary O'Dwyer	Volkswagen	Golf	Coupe	Green	2003	5	\$ 14,500
41	40	Feb	Hector Smith	BMW	3 Series	Sedan	Red	2000	8	\$ 3,200

