

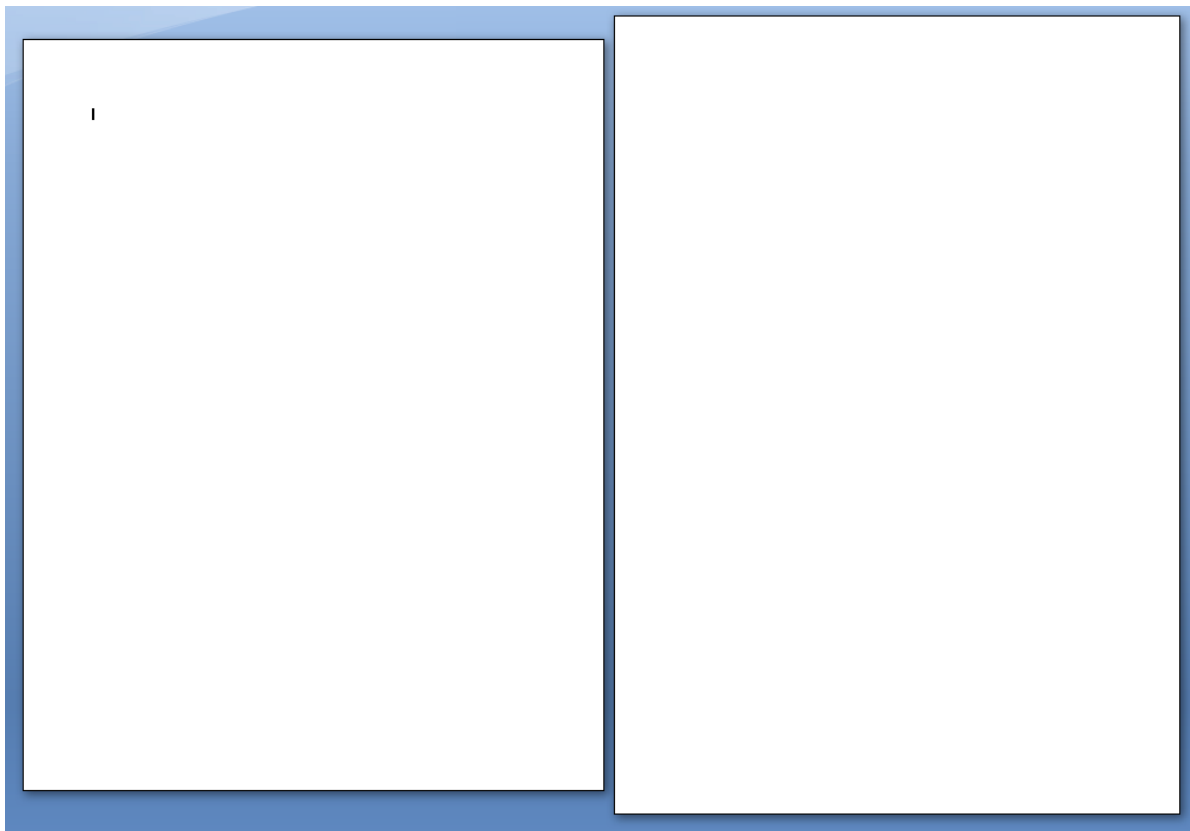
PRODUCTIVITY QUIZ

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 2007. There are at least FIVE elements on this screen that would lead to low productivity while developing the document further.

| | A | B | C | D | E | F | G | H | I | J | |
|----|----|----------|------------------|-----------------------|--------------|--------------|--------------|--------------|-------------|------------|-------------------|
| 1 | | # | Mth | Representative | Brand | 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 | Magane | Sedan | Green | 2004 | 7 | \$ 2,400 | |

