



## simplifying IT

### WORD TIPS

#### What do Shift & Alt do?!

If you need to swap the second and third paragraphs in the document you're working on, don't waste time dragging text around within your document using the mouse.

Just click on the paragraph you'd like to move, hold down Shift-Alt, then move the paragraph up or down using the arrow keys.

Each press of the arrow key causes the selected paragraph to jump over one adjacent paragraph.

how much time... do your staff waste..?

Has it occurred to you that the majority of online shopping, personal e-mailing and house-buying all take place during the nine-to-five working day...?

#### WATCH THIS:

If you have Just 10 employees at UK minimum wage (£5.22/hr) and they each spend just 1 hour a week 'surfing' the net...that is costing you:

**£ 2,610.00 a year!**

You could provide a transparent, fair & schedulable solution to this from just £ 15.00/user.

But don't just take our word for it - call now for a free demo, or ask about a trial on YOUR network...

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