



# Training Improves Performance

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Take time to train so work can  
get done efficiently

# Learning about Browsers

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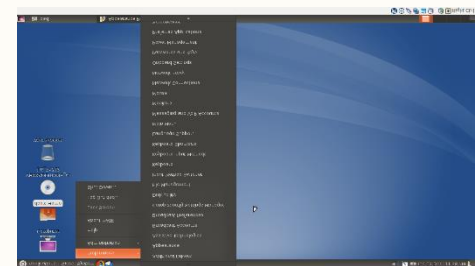


European browser

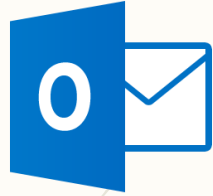
# Computer Operating Systems

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- Windows 10
- Other Options



# How to better use email



**Efficiency**

Straight Ahead

- Pick the best email program
- Use email efficiently
- Do's and Don'ts using email
  - Keep communication simple and short
  - Edit your email before sending
  - Don't open email from someone you do not know
  - Don't provide sensitive information in email communication



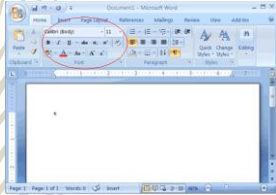
# Internet Safety



- Be careful what you click on



# Technology Processes



	A	B
1	Qty	5000
2	Rate/Min	2
3	Minutes	2500
4	Start	2013-09-20 15:30
5	End	=?



- Using software
  - Word Processors
  - Spreadsheets
  - Email
  - Web browser
- Picking the right software for the process
- Improving efficiency of using the software

