



# 77 Technology Tips to Boost Office Productivity

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## **77 Technology Tips to Boost Office Productivity** Business Management Daily

Office technology can help make your office more productive and efficient. But instead of learning (and buying) new software, now you can advance your skills on the programs you already use every day. This Special Report is written specifically for YOU - the busy professional who doesn't have all day to attend a seminar or read a confusing manual. We'll show you how to get more out of the Web, Outlook, Excel and even your cell phone - and many of these helpful programs are FREE.

Our plain-English tips will give you the time-saving advice you need, including:

- \* 9 amazing double-click tricks
- \* Squeezing maximum value from Outlook's Calendar feature
- \* Keeping network-clogging spyware off your computer
- \* Useful tips for taming the e-mail inbox monster
- \* 4 Word techniques that will have you designing like an artist
- \* 16 online tools (many of them FREE) to send your productivity skyrocketing
- \* Tips for faster, more precise Google searches
- \* 4 things you never DREAMED that Excel could do - but it can!
- \* Cell phone services that are fancy, fun and FREE
- \* And much, much more!

Many of the tips in this incisive Special Report will cost you little or nothing to implement. We've scoured the web and the manuals - so you don't have to. *77 Technology Tips to Boost Office Productivity* will pay for itself countless times over from the first day you receive it!

Armed with *77 Technology Tips to Boost Office Productivity*, you'll do more than harness the latest office technology. You'll instantly be able to get more done in less time - resulting in the kind of skyrocketing productivity that drops directly to the bottom line.

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