

General Computer Tricks & Tips

Getting Work Done Faster and More Reliably

Plan for Week 13

Agenda

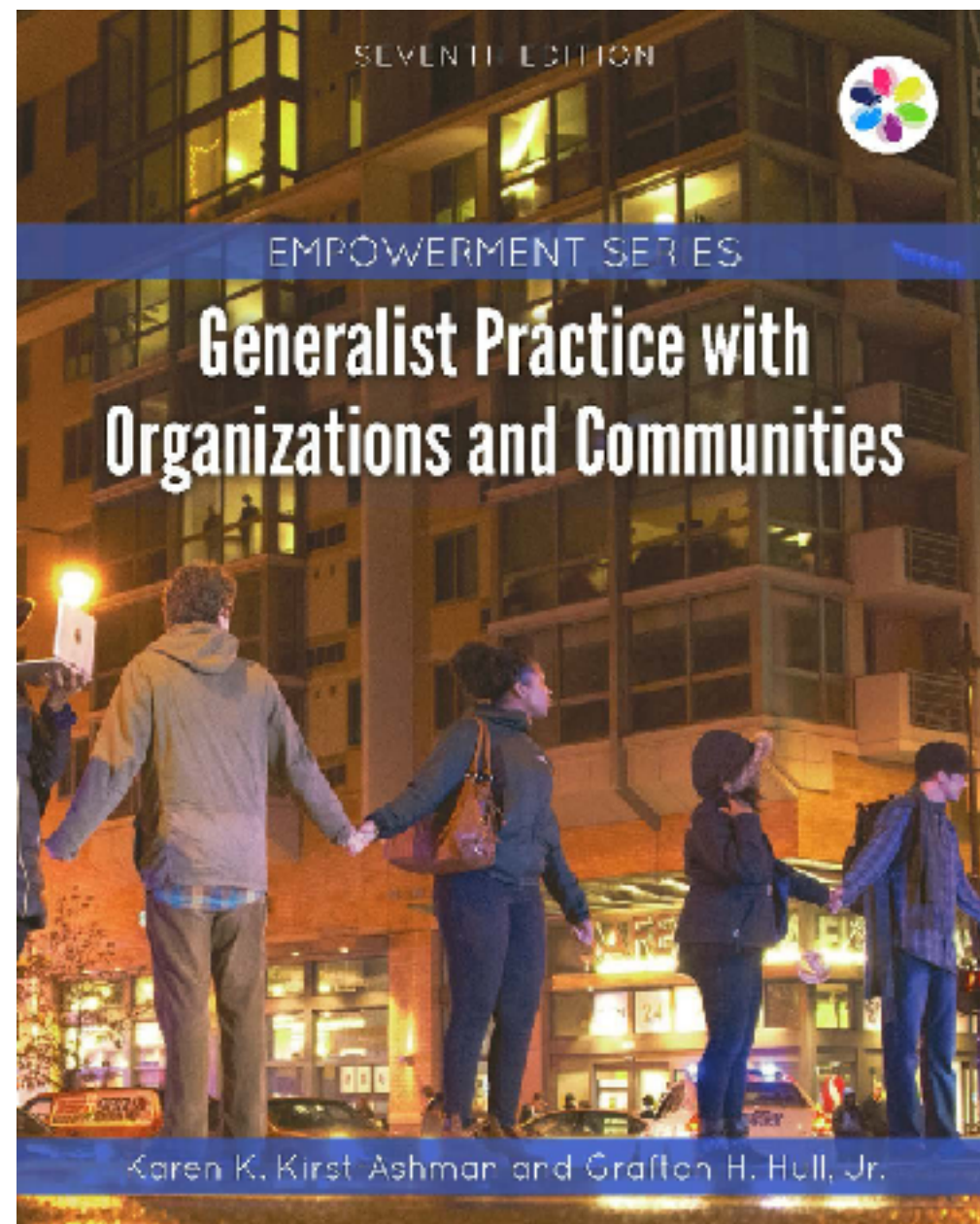
- Tasks for week 13
- Five general tips and tricks to increase your computer skills

Learning Objective

- Identify five things things you can do to improve computer skills

Tasks for Week 13 for SOWK 531

Make sure you do these things



Read Kirst-Ashman and Hull
(2018) Chapter 14 *Developing and
Managing Agency Resources*

Write at least five
replies in the forums:

- Questions Drawn From Textbook Chapter 14
- Experience with Fundraisers or Grants
- Communicating with the Media Case Study
- Community Impact Project Press Sharing
- Dreaming About Grants for Heritage or Your Practicum Setting

I'm going to
try to not
overwhelm
you...

Here are five more intense options I would suggest, but am not going to demonstrate or promote ...

1. Learn to do magic tricks and code
2. Develop automation systems
3. Don't be afraid to learn and incorporate new tools
4. Dream about what you can do, and look for a way way to do it
5. Take on a mentality of a learner

Overview of Tips

1. Create and use templates to reduce setup time and be consistent

Overview of Tips

1. Create and use templates to reduce setup time and be consistent
2. Seeing things differently can be helpful sometimes, be willing to go through steps/ different apps

Overview of Tips

1. Create and use templates to reduce setup time and be consistent
2. Seeing things differently can be helpful sometimes, be willing to go through steps/ different apps
3. Learn keyboard shortcuts for your most-used apps, and learn how to keep your hands on your keyboard

Overview of Tips

1. Create and use templates to reduce setup time and be consistent
2. Seeing things differently can be helpful sometimes, be willing to go through steps/ different apps
3. Learn keyboard shortcuts for your most-used apps, and learn how to keep your hands on your keyboard
4. Master basic spreadsheet and office skills

Overview of Tips

1. Create and use templates to reduce setup time and be consistent
2. Seeing things differently can be helpful sometimes, be willing to go through steps/ different apps
3. Learn keyboard shortcuts for your most-used apps, and learn how to keep your hands on your keyboard
4. Master basic spreadsheet and office skills
5. Become your own editor and reviewer