

(Basic) Power User

1. Organize desktop for maximum performance (least amount of mousing around)
2. Put shortcut keys of frequently used programs in reach.
3. Get rid of excess files on desktop
4. Organize data drive
 - Determine main drive for data, create directories for logical storage. (by event, by date, by client) Create naming conventions to mark iterations of same files and label directory by date.
 - Best methods for short term and long-term usage.... Best method for data to be archived.
 - Best method for network exposure or for working with a team
 - Best use of multiple subdirectories
 - Naming conventions for revisions-determine how many revs back to keep.
 - Create ways to indicate if you have reviewed/edited file
5. Use shortcuts
 - Understand basic shortcut keys for copy, paste, delete, new
 - Use notepad for transferring blocks of text from one program to another
 - Use character map for special characters
 - How to create a screen shot
6. Understand basic file extensions
 - File extensions for portable graphics files (image files and what programs they open in)
 - File extensions for universal usage across all platforms (jpg, pdf, png)
 - Basic Acrobat introduction
 - Native file extensions for commonly used programs (xls, doc, psd)
 - Basic Word introduction (no styles)
 - File extensions that the web can use: (jpg, png, gif, pdf, swf, ..)
 - What is the best file format for your purpose?
 - How to copy text from a file and discard the embedded code.
 - Using flat text editors
 - Color warnings when editing graphics files
 - How to extract email list or other data from excel file
 - Basic excel operations (minimal)
7. Customizing your own workspace for maximum productivity.