



The Office Wiz
Training, Consulting and Support Services

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**COURSE DESCRIPTION FOR
MICROSOFT® WINDOWS®: KEYSTROKE MANIA***

Are you a keystroke lover? You are not alone! And if you are a keystroke “newbie,” you are in for a treat. Usually the keys on your keyboard can tell your computer what to do faster than you can reach for your mouse. In this session of Keystroke Mania, we’ll thoroughly explore the essential Windows keystrokes that work in many, many programs. You will be amazed at the tons of shortcuts available. So take your hands off the mouse and join this fun class!

LENGTH

One 45 minute session.

PREREQUISITES

Microsoft Windows or equivalent knowledge. You should also have a basic understanding of personal computers.

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Windows. Basically you need a computer running Windows with a mouse and a keyboard.

• **OTHER WINDOW CLASSES**

- Microsoft® Windows® 7: Transition from Windows® XP
- Microsoft® Windows® 7: Level 1
- A Refresher
- Tricks Everyone Needs to Know

*Actual content may vary depending on the version of Microsoft Windows.