

# 100 ways to save time with Office

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100 ways to save time with Microsoft Office brings together some of the best ideas for making your use of Microsoft Office more effective. We have used our years of experience of working with accountants and other professionals to compile this 140 page plus document. Some of the tips are very simple, others more involved, but we have chosen all of them to provide real, practical benefits and save you hours of time. After all, how many hours do we need to save you for you to recover the £30 cost?

Applications covered include Excel, Word, PowerPoint, Outlook and Access. Each tip includes step-by-step instructions with appropriate screen shots, many of them with animated examples. If you have any queries please call us on 01403 270970 or email [simonh@tkb.co.uk](mailto:simonh@tkb.co.uk).

The fully-indexed PDF file includes many animations demonstrating how to make the most of the hints and tips.

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