

OMG I didn't know it could do that!
....or some tips to help you



*Dr Karen Moss , Chair of
Technology in Learning & Teaching Group*

3 things to help you work more efficiently...

1. Format Painter in WORD

When you're writing reports/papers/ working with bullet points / numbering sections

And you copy in text and this happens

- Organisational and interpersonal
- Addressing the needs of individuals
- Time management skills
- Working in a challenging and dynamic environment
- Staff responsibilities and competencies
 - The ability to improvise
 - Giving (and taking) feedback
 - Handling difficult and potentially contentious issues
 - Public speaking and communication
 - Team-working
 - Standard teaching methods



You need Format Painter!

2. Auto Fill – when dealing with lots of numbers

From this

	Part1	Part2	Part3	Part4	Total
Student 1	55	62	45	62	56
Student 2	74	82	68	49	
Student 3	88	88	74	68	
Student 4	48	62	18	74	
Student 5	68	45	75	62	
Student 6	62	65	55	58	

To this in 10 seconds

	Part1	Part2	Part3	Part4	Total
Student 1	55	62	45	62	56
Student 2	74	82	68	49	68.3
Student 3	88	88	74	68	79.5
Student 4	48	62	18	74	50.5
Student 5	68	45	75	62	62.5
Student 6	62	65	55	58	60

3. Flash Fill

When your data is in different formats

You can Flash Fill it into shape

N0648020, Jones Dear				
N0646413, Short Stop				
N0652817, Spiky Falstaff				
N0655135, Cheggers Lucinda				
N0648020, Jones Dear	N0648020	Jones	Dear	
N0646413, Short Stop	N0646413	Short	Stop	
N0652817, Spiky Falstaff	N0652817	Spiky	Falstaff	
N0655135, Cheggers Lucinda	N0655135	Cheggers	Lucinda	
N0659970, Flying Flynn	N0659970	Flying	Flynn	
N0659876, Pilchard Cornish	N0659876	Pilchard	Cornish	
N0648020, Jones Dear				
N0646413, Short Stop				
N0652817, Spiky Falstaff				
N0655135, Cheggers Lucinda				
N0659970, Flying Flynn				
N0659876, Pilchard Cornish				
N0620970, Alex Barnhardt				
N0817707, Jack Russell				
N0223042, Ash Tree				
N0656937, Ben Franklin				
N0923409, Joshua Wedgewood				
N0197675, Ed Bear				
	N0620970	Alex Barnhardt		
	N0817707	Jack Russell	Alex Barnhardt	Barnhardt
	N0223042	Ash Tree	Jack Russell	Russell
	N0656937	Ben Franklin	Ash Tree	Tree
	N0923409	Joshua Wedgewood	Ben Franklin	Franklin
	N0197675	Ed Bear	Joshua Wedgewood	Wedgewood
			Ed Bear	Bear
				Ed

What TELT does....

Our focus at moment

1. *Student and Staff Academic experience*
2. *Building Capability and Fluency*
3. *Horizon Scanning*
4. *Active Sharing*

This group aspires to be a Community of Practice which

- *Supports us and others in their practice.*
- *Gives us better opportunities for research*
- *Identifies key questions for staff and their development needs including how to work efficiently.*