

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







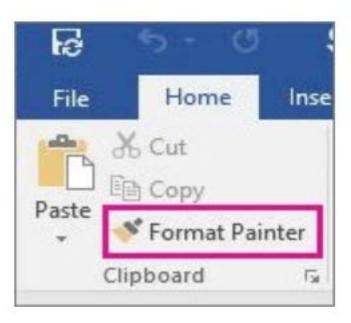
3 things to help you work more efficiently...

1. Format Painter in WORD

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

And you copy in text and this hannons

- Organisational and interperso
- Addressing the needs of indiv
- Time management skills
- Working in a challenging and
- Staff responsibilities and con
 - o The ability to improvise
 - o Giving (and taking) feedbac
 - o Handling difficult and poter
 - o Public speaking and commu
 - o 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

NOC40000 land	N Daar	then your dat	ta is in diff	erent formats		
N0648020, Jone	es Deal					
N0646413, Short Stop		You can Flash Fill it into shape				
N0652817, Spiky Falstaff						
N0655135, Che	ggers Lucinda 100648020, Jones Dear	N0648020	Jones	Dear		
N0659970, Flyir	90046413, Short Stop	N0646413	Short	Stop		
	Allocos S2017 is stopiky Falstaff	N0652817	Spiky	Falstaff		
,	N0655135, Cheggers Lucinda	N0655135	Cheggers	Lucinda		
N0648020	N06599ZQ, Flying, Flynn	N0659970	Flying	Flynn		
	N0659876, Pilchard Cornish Stop, Short	N0659876	Pilchard	Cornish		
N0646413						
N0652817	Notalstaff, Spiky	Jones, Dear	Jones	Dear		
N0655135	N06466inda, Cheggers	Stop, Short	Stop	Short		
N0659970	No652817, Flying	Falstaff, Spiky	Falstaff	Spiky		
N0659876	N0659370 N0659970 N0659970	Lucinda, Cheggers	Lucinda	Cheggers		
110039070	N0659970 1, Flichard	Flynn, Flying	Flynn	Flying		
	N0659876	Cornish, Pilchard	Cornish	Pilchard		
N0620970	Alex Barnhardt					
N0817707	N06A9RRussell	Alex Barnhardt	Barnhardt	Alex		
N0223042	N081770 7	Jack Russell	Russell	Jack		
	1NH1223HZL2	Ash Tree	Tree	Ash		
N0656937	No 63 893 7 ranklin	Ben Franklin	Franklin	Ben		
N0923409	Nostashua Wedgewood	Joshua Wedgewood	Wedgewood	Joshua		
N0197675	N01976Bear	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.

