Sir Dave Brailsford's Marginal Gains approach to improving the Olympic cycling team's performance is well documented. I am a great believer that small business owners can really benefit from this approach too.

Part of this is examining office productivity:

- If someone is reliant on typing reports and documents – then don't let them get away with a 2-finger approach! Get them on a course soon – there's plenty online!
- If someone is using MS Office in earnest, then a course is also a wise investment to get the most out of a huge range of functionality that normally goes unused.
- For more general day to day usage improving keyboard efficiency is worthwhile and this sheet contains some of the best shortcuts to save time taking your fingers away from the keyboard, finding the mouse and scrolling through menus.

It's not exhaustive and you may have favourites which I've missed...I'd be interested to hear your recommendations. The following are predominantly for MS Word but usually work in other programmes too.

Shortcut	Description
CTRL + **C**	Copies the highlighted text or item to the clipboard
CTRL + **V**	Pastes to where the cursor is the item(s) just copied
CTRL + **B**	Changes the highlighted text or the text to be typed into Bold
CTRL + **I**	Changes the highlighted text or the text to be typed into Italics
CTRL + **U**	Changes the highlighted text or the text to be typed into Underlined
CTRL + **Z**	Undoes the action just taken – very useful for rectifying errors!
CTRL + **Y**	Redoes the last action
CTRL + **P**	Takes you to the print dialogue box
CTRL + **S**	Save the work done in a document
CTRL + **X**	Cuts the selected text or item to the clipboard
CTRL + **F**	Displays the 'find' dialogue box

CTRL + **O**	Displays the 'open document' page so you can open a new document
Format Painter	If you highlight an item or text, then click on this in the top left-hand side, then highlight another item it will paste the formatting to the second item.

For MS Excel here are some bonus, more specific shortcuts:

CTRL + **;**	Inserts today's date into the cell where the cursor is positioned
CTRL + **0**	(Zero, not the letter O) Hides the selected column
CTRL + **9**	Hides the selected row
CTRL + **F**	Displays the 'find' box

Another way to improve productivity is to buy-in support, such as a Virtual PA or Virtual Assistant (VA).

For more information please do not hesitate to get in touch.

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