

## **Even More Things the Computer Savvy Independent Consultant Must Know**

As an independent consultant, the personal computer should be your friend or perhaps even one of your best friends. If it helps you to become more productive, make more money, and make your life easier, it can certainly merit the description.

However, to keep it friendly, you have to be a friend to it. You have to consistently take the steps to keep it running fast and efficiently, keep it free from viruses and spyware, and then use shortcuts in your frequently used programs to enhance your personal productivity and efficiency.

*Here are some more steps to keeping your computer running fast and efficiently.*

- a. If you are using Windows Vista, disable the Welcome Center that always pops up when Windows opens
- b. At least once a month, run the built-in Windows disk cleanup utility.
- c. Upgrade your drivers. Check the web site of your PC, motherboard, or graphic card manufacturer to see if a newer driver exists.

*To keep your computer free from viruses and spyware make sure you do the following:*

- a. Perform a virus scan on your computer regularly. Use one of the free online virus scanners if you don't want to install virus protection on your computer.
- b. Spyware must be removed from your computer before it causes damage to your operating system and applications, and as a result brings your system to a complete halt. Use one of the spyware/adware removal tools that are freely available.
- e. Turn off Windows Defender, if you have anti-spyware installed.

As an independent consultant, you're probably using Microsoft Word 10 as your workhorse for your writing and related tasks. Since you are now keeping your computer working fast, efficiently and free from viruses and spyware, apply this mindset to your most frequently used application.

The menus in Microsoft Word 10 can be wonderful, but all that clicking might not be the best way of getting something done. *Here are some useful shortcuts for Microsoft Word 10:*

CTRL + C Copy

CTRL + X Cut

CTRL + V Paste

CTRL + Z Undo

CTRL + Home To top of document

CTRL + End To bottom of document

CTRL + B Bold

CTRL + I Italic, and

CTRL + S Save

CTRL + U Underline

These are just a few of the shortcuts Microsoft Word 10 has to help you get things done faster and more efficiently.

All independent consultants depend on personal productivity and efficiency to get more income-producing work done. I am certain that you will find each one of these strategies to be helpful.

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