

*Funkeyz*<sup>™</sup>

Give your Mouse  
a break



# Work more efficiently and relaxed by using shortcuts



In the Microsoft Office suite, Ctrl+C (copy) and Ctrl+V (paste) are possibly the best known shortcuts.

Without these shortcuts being available the mouse would have to be clicked, aimed and moved many times.

## Aiming, moving, clicking

Research shows that a person with an average professional use of a computer, clicks his mouse over 8000 times a day, and moves it around his desk for over 500 meters. Shortcuts enable the user to operate their pc in the smartest, most efficient way.

## Funkeyz™ Benefits

### **Over 30 minutes of time saved every day**

After a FunkeyzTraining™ you will save (up to 40%) of movement, saving you time, energy and concentration.

### **20% Less usage of the mouse**

As soon as you start to minimize your use of the mouse, you will immediately be straining less muscles, helping to prevent RSI.

*“Without the mouse you work faster and are more relaxed”*

## **Curious?**

**Do the Funkeyz™ Demo on [www.funkeyz.org](http://www.funkeyz.org)**



# Why is it faster to work with shortcuts than using the Mouse?

## How do I learn the most common shortcuts?

### Step 1:

Convince yourself, do the demo on [www.funkeyz.org](http://www.funkeyz.org)

### Step 2:

Contact us for more information.

By using shortcuts you can perform many every day key actions in half the time it would take using your mouse. The following example demonstrates this.

The following actions are taken within Microsoft Outlook 2003.

- Swap between Inbox/Agenda (CTRL+1, CTRL+2)
- Read e-mail (ENTER)
- Reply to e-mail (CTRL+R)
- Move e-mail to map (CTRL+SHIFT+V)
- Compose new e-mail (CTRL+N)

TABLE		
Number of e-mail action a day	profit a day	profit a week
30	30 minutes	2,5 hour
60	1 hour	5 hour
80	1,2 hour	6 hour
100	1,4 hour	7 hour

- Send e-mail (CTRL+ENTER)
- Add attachment (ALT+I+B)

### Using the mouse:

Number of actions: 44  
Time used: 123 seconds

### Using shortcuts

Number of actions: 27  
Time used: 59 seconds

### Result:

$123/59 = 2,08$   
(over 2 times as fast)

Try and calculate how many e-mail actions your are executing every day! Then take a look at the table above to see much time you could save!

» R. Mars, High School of Utrecht

*"The course and the exercises look good and are easy to understand. This definitely helped me to learn how to work with shortcuts!"*

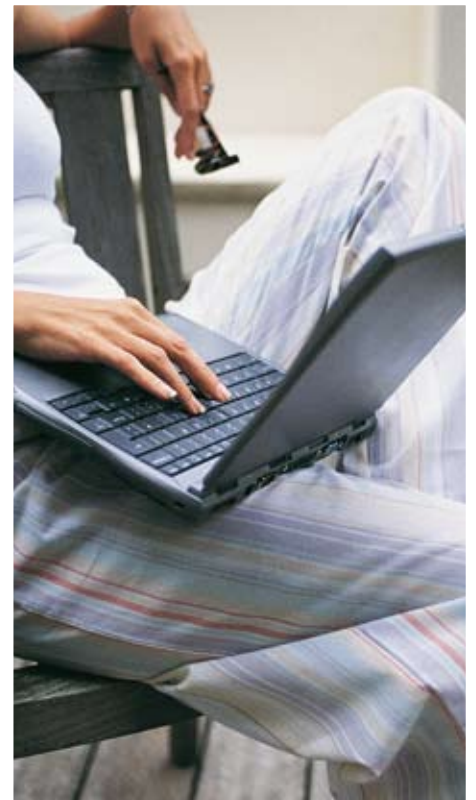
» H. Duijts, Akzo Nobel

*"Everybody who works a lot with a computer should take this course!"*



» A. Koois, Organon

*"My arm feels much better, thank you for that!"*



# Frequently asked questions

## Does Funkeyz™ help to prevent RSI?

The majority of computer users that work with shortcuts experience an immediate tangible decrease in muscle strain. Research released by TNO (Dutch Research Institute) named "Healthier in front of the computer by using Shortcuts" supports this.

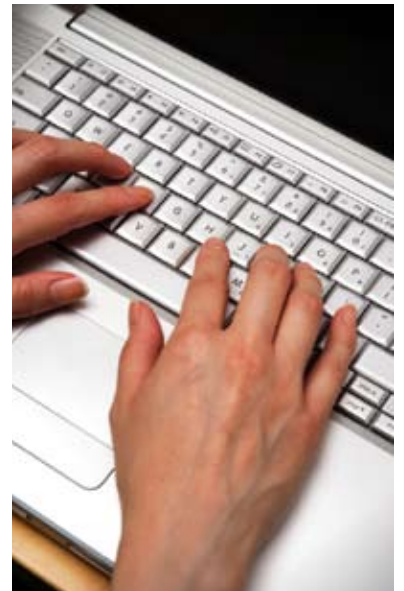
## Can I do the online Funkeyz™ course at home?

Yes you can! On every location where you have got an internet connection available, the course is accessible to you.

## Do I need to install special software?

No, in order to attend the Funkeyz™ course you only need Internet Explorer and an internet connection.

*A Funkeyz™ training improves your efficiency*



## FunkeyzTips™ !

After completing the course itself, you will be able to fully adapt your new skills into your daily work. To support you even better on doing this, you will receive extra tips and tricks from us every two weeks for a full year after your course is completed!

The FunkeyzTips™ will learn you additional new shortcuts on a regular basis and will support you in retaining the knowledge you have gained in the course itself.

## Why Funkeyz™ ?

Working with shortcuts will be beneficial to you in all important parts of your work:

- Efficiency: You will work faster than you would with your mouse, saving you more time each day.
- Healthier: You will sit with a better posture, reducing the risk of RSI.
- Smarter: You will get the same results by doing less.
- More relaxed: You will feel less stressed mentally.

» K. Denspe, College in Arnhem

*"A great course. I already knew quite some shortcuts, but I often came across new ones that I hadn't heard of."*

» J. Hansen, Fortis Bank

*"I now control Outlook fully by using shortcuts, it's so fast!"*

**Curious?**

**Do the Funkeyz™ Demo on [www.funkeyz.org](http://www.funkeyz.org)**

# What does this course offer you?

## The Course

Funkeyz™ is an online course that is fully delivered through the internet. This means that you will not have to install any software! The course is developed to be used in Internet Explorer. You are offered four separate modules:

1. MS Windows
2. MS Word
3. MS Outlook or Lotus Notes
4. MS Excel & Internet Explorer

Every module contains its own table of content. In this index you can find all chapters, paragraphs and exercises. Choose for yourself with which module you would like to start, and repeat them as many times as you like!

## Duration and pace of the course

The duration per module is between 30 and 45 minutes. The complete course is offered in separate parts to enable you to choose how fast you want to go through the course. You can decide for yourself if you would like to receive a new module every 1 or 2 weeks. The total training takes between 3 and 4 weeks.

## Languages and versions:

### Microsoft Windows/Office 2000/XP/2003

– Course + Exercises in English

### Microsoft Windows Vista & Office 2007

– Course + Exercises in English

### Lotus Notes

– Course + Exercises in English

### Adobe Photoshop

– Course + Exercises in English

### Macintosh (Finder, Firefox, Word)

– Course + Exercises in English

## Other applications or languages

Please note that all available courses can be translated on request. If your specific application is not stated in this overview, please do not hesitate to contact us and explore the opportunities for a customized course free of any obligation.



## Result index

### Overall impression course



### Overall grade



### Enthusiasm shortcuts



### Do you use shortcuts?



### Do you work more efficient?

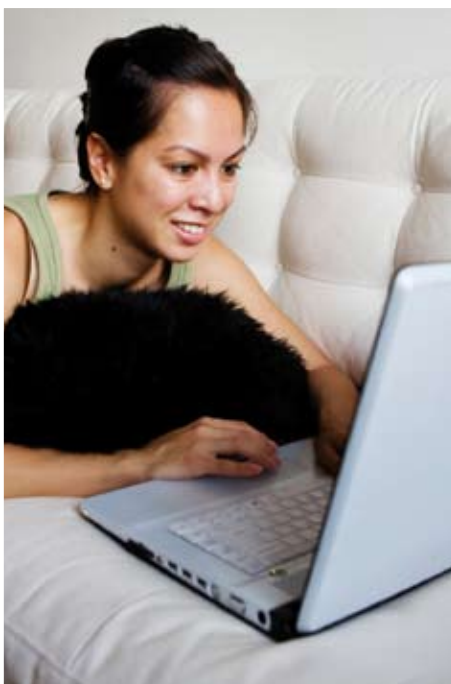


### Do you use your mouse less?



Result of research conducted amongst 2000 students from 30 different organizations.

*Gaining 30 minutes per day by doing less?*



Wilma de Koning, Office Manager

*“All day long you are aiming for those small icons”*

Now that I started to work with shortcuts, I realize how exhausting it is to work with the mouse. All day long you are aiming for those small icons. With shortcuts you can work much faster because the fine-tuning of

your movements can be less accurate to some degree. And once you're used to it, you will notice that the whole method of working is less demanding for your eyes, arms and mind.

**Curious?**

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