

Cablers

FOCUS: TIME SAVER TIPS

Are you bogged down with repetitive admin tasks? Have you explored the multitude of tools available to you through **Google** and **Microsoft** that will streamline your working day?

Stay Organised - use OneNote and ToDo

Collect Data - use Microsoft or Google Forms

Collaborate - use Google Meet, Chat or Microsoft Teams

Planning - use Microsoft Bookings, Planner, Diary or ToDo or explore Google Workspace for apps to utilise.

We want to make your working life easier and more productive, to do this, we are creating a number of short 'how to' videos. Look in the Resource section of our new website. More will be coming soon, with tips on how to collaborate with the chat function in Teams, how to replace text you've mistakenly typed in CAPITALS to sentence case without having to re-type and how to change the pointer on your PowerPoint presentation to grab the audiences attention.

Discover Microsoft 365 and all that it has hidden in the menus from ToDo, Microsoft Forms, shared diaries and One Note. Our favourite **Power App** is **Microsoft Flow**, a great management function to automate processes. We are also loving **Sway** (and wish we found it years ago) a great tool to create online newsletters within a school. Try Microsoft **Bookings** for parents evening, especially if it is online.

We hope this has sparked your interest, and that we can help in any way to help you create a more productive workflow within your school. Keep an eye on the resource section of our website for more 'how to's'.



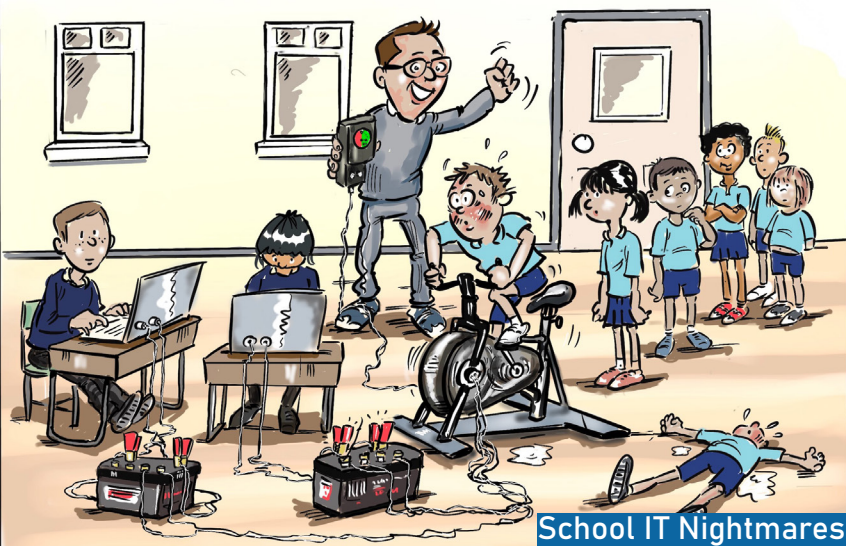
We did it - we launched our new website. After a couple of years of procrastination and prioritising customers over our own business, during the Christmas break, we took the bull by the horns so to speak and have produced our new site. We have written an article in our newsletter to introduce you to many new features that will be developed and grown over the coming years.

After working with our customers for many years, it is apparent that streamlining of processes within the office and school is an essential commodity that is not utilised enough. We have started a How To section on our website to help with this, and can offer in-house advice on how to use the tools available on Microsoft and Google. Read our lead article for more information.

We hope you have hit the new year running and are looking forward to a a positive year. We are eager to catch up with old clients and meet with new ones during 2022.

Hurray

MR FIT HAD FOUND AN INVENTIVE WAY TO COMBINE PE AND IT LESSONS, AS IT WAS THE ONLY WAY THE SCHOOL COULD AFFORD THE ELECTRIC TO RUN THE LAPTOPS



We don't want your IT to be
a nightmare...

If you are having lots of niggles

Worried about your IT security

Or frustrated with your current
IT set up

Call us for a chat

01787 22 11 66



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Twitter - @CablersLtd
LinkedIn - Cablers Ltd

FOCUS: NEW WEBSITE - WWW.CABLERS.CO.UK

Historically our website would be a place to find out phone number, a link to support and a long list of products and services we provided. However we wanted to make it a place where people can learn something, be more informed about current tech development and read our latest blogs and news.

Our resource centre is the core of the site, providing information and learning resources on better tech, cyber security and program tips. 'How to' videos provide simple solutions for everyday PC usage, as well as more complex solutions for recurring problems. This will enable teachers to get more out of their technology. We write regular blogs covering a plethora of topics, including selecting new products and the considerations that are needed when refreshing your technology as well as how to be Cyber Secure.

We aim to provide between three and four newsletters a year, with hot topics and current information, these will be posted on to the website for reference.

Our main focus at present is on Cyber Security. Visit this page to see our ethical hacker showing you how a cyber attack actually works. We hope that by being more informed you will be a safer PC operator.

Throughout the website there are opportunities to book a 15 minute chat with me, Murray Thorpe. If you are interested in any new products, want a free overview of what we can help you with within your school or just want to know a little more about what we can provide, this is an ideal way to have a chat to see if we can be the right IT support provider for you.

Our dedication to our customers is reinforced by our testimonials, which are heartfelt and evidence based.

For our current customers, we have created a direct portal to our Help Centre, where you can log an IT issue and request either an immediate response, or a task to be carried out on your next service visit.

We hope you find our new site easy to navigate, and it provides all the information that you need now and in the future.

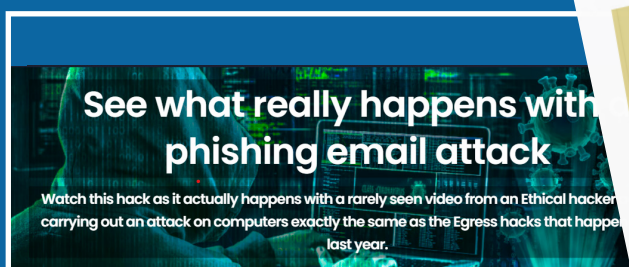
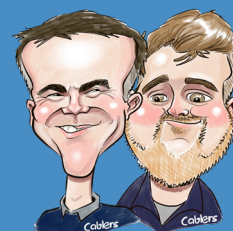
NEW STAFF

Welcome to our new in-house Support Engineer - Joe Fisher. Joe joins us with a wealth of knowledge after working within the IT support industry for the past 11 years.

Motorbike rider and tech addict, Joe is our go-to man to fix our mobile phones, re-connect us to the office Wi-Fi and of course support our customers on a daily basis, whatever the problem.

Iain Thorpe returns to Cablers as a Senior Account Manager after a few years hiatus. His pedigree in the industry will continue to build on Cablers' reputation, ensuring our customers receive a quality service and great point of contact.

Iain loves a game of golf, and spending time on the course, equally he likes to visit with his customer base to ensure they are receiving the best in customer service.



'This book highlights how a momentary lapse in attention can lead to your school becoming vulnerable to outside attack. Offering solutions and ways to equip your school against intrusion, this is a must read for any IT professional working within the education industry sector.' **eSafety Training 'The 2 Johns'**

Order your copy:
hello@cablers.co.uk