

LearningBrick presents...

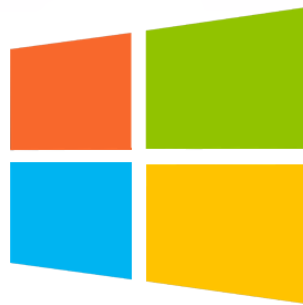
# April's Newsletter

Featured Article - New Threats in Cyber Security

View it in your browser - [learningbrick.wpengine.com/about-us/past-newsletters/](http://learningbrick.wpengine.com/about-us/past-newsletters/)

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## Professor's Quick Tips: Windows Shortcuts Desktop and Launch



<https://www.youtube.com/watch?v=EpLGKfbgrjQ>

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### Quick links

Guaranteed to Run Courses

Certified Ethical Hacking   Microsoft Office Suite

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### Useful Microsoft Excel Hotkeys

**CTRL+ALT+SHIFT+F9** = rechecks dependent formulas, then calculates  
**all** cells in **all** open workbooks

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**CTRL + Pg-Up or Pg-Dn** = Switches between open worksheets

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**CTRL + Shift + \$** = Converts cell to currency format

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**CTRL + Shift + #** = Converts cell to date format (dd/mm/yyyy)

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**CTRL + Shift + @** = Converts cell to time format

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**F12** = "Save as" shortcut

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## **New Threats in Cyber Security**

Every month there are new threats or exploits that are developed. The first step to protecting yourself and your organization is to know what you should look out for. Read the article to update yourself on the latest threats that have arrived here in 2016.

[Click here to read the article.](http://www.learningbrick.com/about-us/articles/new-threats-in-cyber-security/)

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### **Featured Courses:**

#### **Certified Ethical Hacking**

With security we do not want to assume that your I.T. Department is going to provide a perfect barrier between important information and security breaches. Many security instances happen outside of our control. The Certified Ethical Hacking and Countermeasures program is the pinnacle of the most desired information security training program any information security professional will ever want to be in. To master the hacking technologies, you will need to become one, but an ethical one! The accredited course provides the advanced tools and techniques used by hackers and information security professionals alike to break into an organization. As we put it, "To beat a hacker, you need to think like a hacker".

Learning Brick also offers a course on the importance of understanding security concerns. Regardless of your computer experience, this class will help you become more aware of technology-related risks and what you can do to protect yourself and your organization from them. The Certified Secure Computer User will help you to understand security compliance considerations, social engineering, malware, and various other data security-related concepts.

Check out our security courses here -

[http://www.learningbrick.com/cld/?administrate\\_course\\_id=EC-CEH+9](http://www.learningbrick.com/cld/?administrate_course_id=EC-CEH+9)

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## Microsoft Office Suite

Microsoft's Office Suite is the backbone to any company who leverages it, and despite many being familiar with the Suite, there are plenty of finer details which get overlooked which will improve workflow and efficiency.

This month LearningBrick is running many of the components included in the Microsoft Office Suite. These courses are guaranteed to run and can bring the most basic user to a power user level.

Click below to view our guaranteed to run courses -

<http://www.learningbrick.com/course-list-3/event-registration/guaranteed-to-run/>

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## A Note From Our Team

LearningBrick is 100% committed to helping you be more successful at what you do. We want to hear from loyal customers like you. [Call us](#), or [email us back](#). Your feedback is important and helps us improve.

Thank you,

Useful quick Information from LearningBrick

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