



focusing on **your** needs

SOS COMPUTER TRAINING

Phone: 1800 114 224

Improving workplace performance by providing task based, relevant training in a fun way, with no jargon.

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SOS News

Issue 3, July 2009

GETTING THE MOST OUT OF OUTLOOK?

Did you know that most people don't realise the full potential Microsoft Outlook? What about you? Are you just sending



[See Training Schedule](#)

and receiving e-mails? What about your "to do" list ... still writing it on scraps of paper? Would you like a task reminder to pop up?

Can you create a distribution list or do a mail merge? What about importing data from Excel? Can you turn an e-mail into a task or a contact?

Book now on our one day comprehensive course on 6 August and become an Outlook super user!

I am easily satisfied with the very best!
(Winston Churchill)

JUNE WINNER!

SOS client AFS Pharmacy's Debbie Couper has won this month's prize of two movie tickets after her newsletter feedback was drawn out in June. She said ...

"WOW that info on leading zeros in Excel – fantastic! I have always wanted to know that. Thanks for this newsletter Suzanna it is really good"

Thanks Debbie!

YOU could win the July prize by making some suggestions or telling us what you like about our newsletter or training.

Just click the Feedback Link below.

[Feedback Link](#)



THRILLING TIPS AND TUTES

Provided by Suzanna Sherlock and Heather Norris

HYPHENS AND SPACES IN WORD AND PUBLISHER

There are times I wish I didn't have to baby-sit for my mother-in-law.

I do really want to organise it so that my phone numbers 4999 9999 stay on the same line?

Isn't it annoying when words and numbers go to the next line when you want them to stay together? You can keep them together. Instead of pressing the hyphen or spacebar, press **Shift Ctrl Hyphen** or **Shift Ctrl Spacebar**. It forces the text to stay together.

They're called *non-breaking* or *hard* hyphens and spaces. You can tell them apart from normal ones because of the longer hyphen and the little circle. (Don't worry, the circle doesn't print).

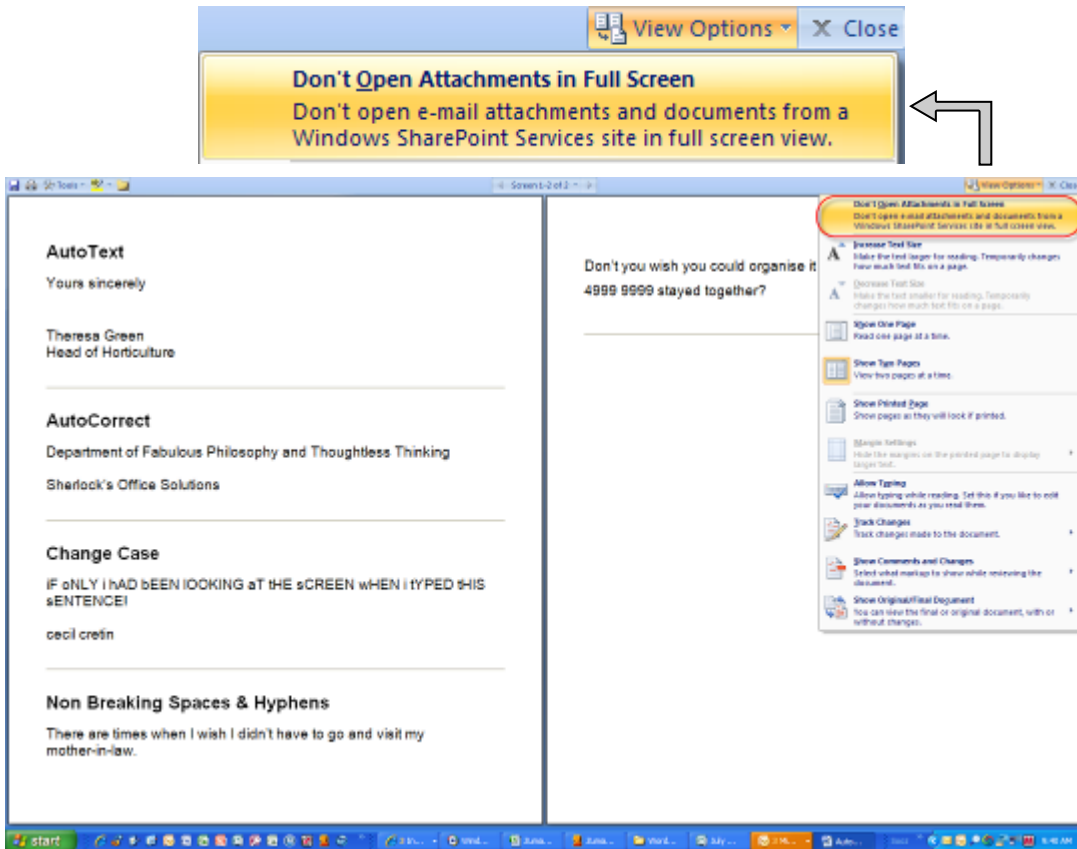
mother-in-law. 4999°9999

CHOOSE YOUR OPTIONS IN MICROSOFT WORD 2007

Word 2007 wants to open your e-mail attachments in **Full Screen** mode. If you don't like it, there are two ways of getting it back to the normal *Print Layout* view.

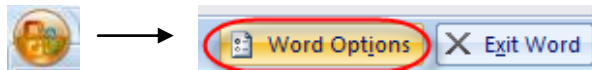
Method 1

If you're in Full Screen mode as shown below, simply click **View Options** on the right side of the screen and select **Don't open attachments in Full Screen**. Check the enlarged view here.

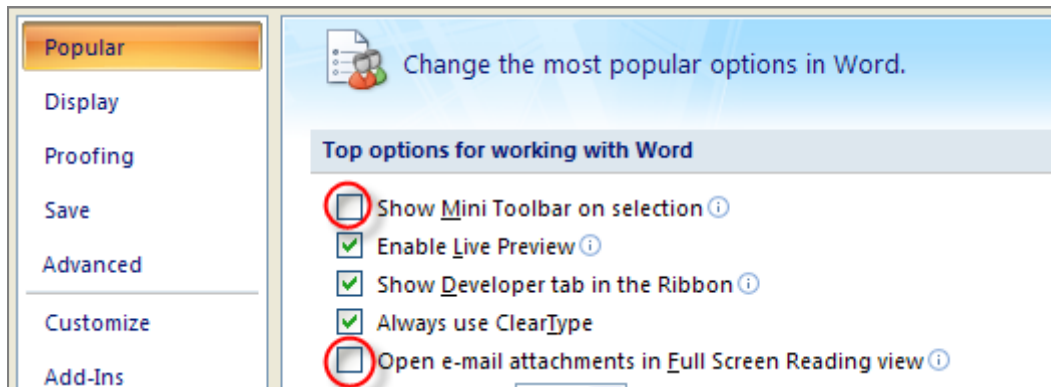


Method 2

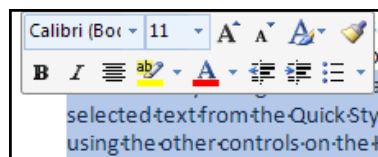
Click the following ...



Now clear the "Open e-mail attachments ..." check box.



You can also clear the "Show Mini Toolbar ..." check box here if you don't like it getting in the way when you're selecting text. I hate it!



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