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# SOS NEWS

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Issue 7, March 2010



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### March Prize Winner Announced

The winner of our monthly prize is:  
**Belinda Warren** from **Newlands Coal Pty Ltd | Xstrata Coal Qld**

"Your one on one sessions tailored just for me was just what I needed. The efficiency of my work is just so much greater now with Pivot Tables.

Thanks again ...Belinda"

And remember to be in the draw for a great prize all you need to do is complete the feedback form and return it to us

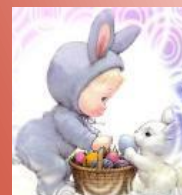
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### Important dates coming up:

#### Easter Public Holidays

2<sup>nd</sup> April – Good Friday

4<sup>th</sup> April – Easter Monday



## What's new this month?

Suzanna has been busily travelling to Xstrata Coal which is at the Newlands Coal mine site, for "On the Spot" training. This is a unique part of our business. We always pride ourselves on tailoring our training to your needs. "On the Spot" training is exactly that, we come out to your location and sit down with you and we train with your files. I cannot get much more personalised than that! And of course if you still have queries after we leave, we provide unlimited phone support.

Another exciting course is our Microsoft Project course which will be held over 2 days on the 12<sup>th</sup> and 13<sup>th</sup> of May. Spaces are starting to fill up so secure your seat before it's too late. This course is relevant to a number of businesses but particularly to the mining/engineering industry and invaluable to working efficiently. More details are available to you on our website just follow the link [Visit our Website](#)

**Lady Astor said to Winston Churchill:  
"If you were my husband I'd give you poison."  
He replied:  
"If you were my wife, I'd drink it."**



## Windows Secrets Lounge

WS Lounge (formerly Woody's Lounge) was started some years ago by Wood Leonhard. SOS has been a member for years. It's a brilliant forum to go to and ask questions about the software you are using. People around the world volunteer their time to solve problems for you. If you see a question and know the answer, you can respond to the sender. Why not try it out yourself. If you're not already a Lounge member, you can register now. It's free! Just use their [quick registration form](#). That enables you to post comments and take advantage of other Lounge features available only to those who are signed in. The web location is <http://lounge.windowssecrets.com/>

## Faster ways to close open windows



By Scott Dunn from Windows Secrets

Pressing the Alt+F4 keys is a fast way to close any foreground window in all current versions of Windows. Or, right-click on the taskbar button for any open window, and select **Close window** from the context menu.

Windows 7 offers new ways to select and close specific windows. If you have multiple instances of a program open, however the mouse pointer over that program's taskbar icon until the jump list appears. Move the pointer to the window or instance you wish to close and then middle-click the item.

If your mouse lacks a middle button (or scroll wheel that can act as a button), point to the item on the jump list that you wish to close, and then left-click the **X** that appears to the right of the selected item.

### Manage multiple windows and apps more quickly

Dealing with multiple open windows and applications is easier if you know a few tricks.

**Minimize all but one window:** (Windows 7) To minimize all but the current window, move your mouse pointer to the window's title bar and then left-click and hold, as if you were going to drag or move the window to a new location. But instead of dragging it, just give it a back-and-forth shake; all other windows will minimize. Shake it again, and the other windows will be restored to their previous size and positions.

To do the same thing with the keyboard in Win7, press Windows+Home (hold down the Windows key and press Home).

(All versions of Windows) To minimize all but the current window, open a standard dialog box (such as Open or Save As). Then use Windows+M to minimize the rest. For example, since most applications use Ctrl+O to display the open dialog, you could press Ctrl+O, Windows+M to minimize all but the current window. Then press Esc to close the dialog box.

**Instant maximizing:** To maximize a window in all versions of Windows, double-click its title bar. In Win7, you also can simply drag the window to the top of your screen.

**Other Win7 management tricks:** (Windows 7) Using the Windows key with the arrow keys lets you instantly move the active window to various set positions and sizes. For example, Windows+Left Arrow or Windows+Right Arrow moves and resizes the window to occupy exactly half the screen to the left or right side (depending on which arrow you pressed). This fast half-screen size is handy when you want to tile two windows side by side.

Windows+Down Arrow minimizes the current window. Windows+Up Arrow maximizes it.

**Better task switching:** In Windows XP, Vista, and Win7, you can switch among open windows by pressing and holding the Alt key and then pressing Tab repeatedly to cycle through all available windows.

Win7 improves on this: First, press and hold Alt. Then each time you press Tab, only the active window is displayed; all others temporarily disappear into the background. (You may have to pause for a few seconds between pressing the Alt and Tab keys to see this effect.) It makes for a much-less-cluttered and easier-to-read display.

Win7 and Vista (when running the Aero interface) also add another task-switching enhancement. If you press Win+Tab, you'll see an enlarged and animated 3D view of all open windows; you can cycle through them by pressing Tab repeatedly.

If these tips aren't enough, there are plenty more. Just open Windows Help and search for **keyboard shortcuts**.

By Scott Dunn from Windows

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