

SOS News

Issue 4, September 2009

MS PROJECT IS A GREAT PROGRAM

Whenever you are planning something, Microsoft Project can help! One of the great rewards of teaching this program is to



see the look on people's faces when they realise the value of the software and the fact that it has already thought of lots of issues they may not have!

We teach it as a two day course—the first morning hardly touches a computer, as **PLANNING THE PROJECT** is of paramount importance.

[See Training Schedule](#)

The remaining time implements the planning phase and tracking of the project . We use real projects that course participants actually work with in their jobs—shut downs, maintenance overhauls, complex transport jobs and the like.

Outside of a dog, a book is man's best friend.
Inside of a dog, it's too dark to read.
Groucho Marx

JULY WINNER!

Fiona Chambers, who somehow manages to keep the Mackay Regional Council Parks and Environment people in line, has won this month's prize of two movie tickets after her newsletter feedback was drawn out in July. Fiona wrote . . .

"Hi Suzanna — I too find your newsletters very interesting and keep each one just in case.

Thanks for the info on hard hypens, didn't even realise that there was such a thing."

Thanks Fiona!

YOU could win the October prize by making a suggestion or giving feedback about our newsletter or training. Just click the Feedback Link below.

*All feedback and referrals received this year will go into a special draw in November for a **BIG** prize!*

[Feedback Link](#)

PROFILE OF THE PRINCIPAL : Suzanna Sherlock

Suzanna saw her first computer when she worked at Woodside Offshore Petroleum in Perth in 1982. She was secretary to the legal manager when computers came in. She walked in one morning to find a screen and keyboard on her desk and was told by the computer person "Off you go, it's just like a typewriter" and was left to her own devices.

Of course she found it wasn't just like a typewriter at all but took to the whole evolving technology of word processing and associated programs like the proverbial duck to water ... becoming a trouble-shooter for Woodside office staff and has been heavily involved with computers ever since. Her first big computer challenge was in the mid 80s as Applications Co-ordinator for the Perth ITeC (became SkillShare) where she designed computer courses, wrote training manuals and delivered training for long term unemployed people.



She ultimately started her own business and her CV is far too long to summarise here, but the principles are not: Suzanna has always maintained that computer jargon should be avoided at all costs, that "hands on" and not "talking heads" is the best approach, and that people unfamiliar with the scene are naturally apprehensive, and at times downright scared.

She also takes a lot of care to try and make sure that people on a scheduled course have approximately the same level of skill, and always points out to clients that it is much more cost effective for them if they send people on appropriate courses. Of course it's MUCH better for the participants on the course also, as no-one is held up waiting. And, most importantly, even after all these years, Suzanna enjoys the work immensely, and this comes across in the sessions.

NEXT ISSUE: PROFILE OF A TRAINER : Heather Norris



THRILLING TIPS AND TUTES

Provided by Suzanna Sherlock

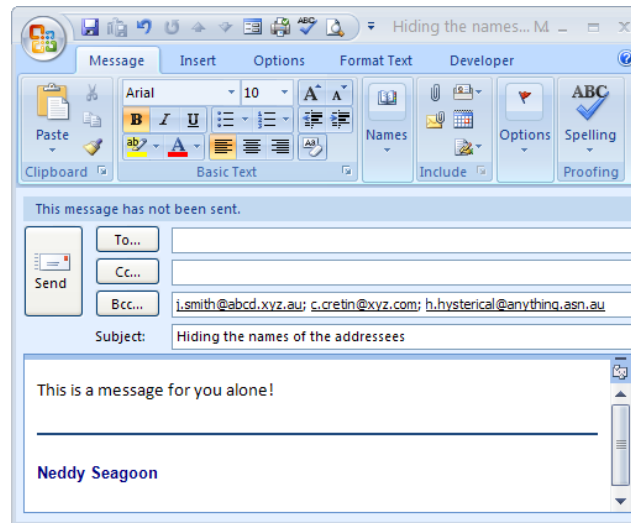
FORWARDING EMAILS

Do you ever get emails forwarded to you with a whole host of other emails in the address line or do you need to send out an e-mail to lots of people?

Do you ever worry that emails you have sent may be sent on disclosing yours and other people's email addresses? And you might not want that to happen?

All you have to do is leave the **To...** address line blank and paste or type all the addresses into the blind carbon copy **Bcc...** line.

Your email might then look like this and you'll be maintaining the privacy of your recipients.



TRANSITION FROM MICROSOFT OFFICE 2003 TO MICROSOFT OFFICE 2007

We have been running half day **Microsoft Office—Transition to 2007** for some time but, as more and more agencies are installing and using 2007 as their basic suite, there are times when you sometimes need a quick redirection to the right path in the new format.

There is general acceptance now that the 2007 Microsoft Office suite provides powerful new features, new tools and a new user interface but the look and feel is VERY different from the earlier versions and it is easy to get a little confused at times.

Microsoft is aware of this, and have provided a very useful tool on their site which shows you graphically how to access 2007 features familiar in the 2003 versions. They start with a screen showing the 2003 version and ask you to point at the feature you want. A pop-up shows where to find it in 2007, and a click on it takes you to a 2007 screen which highlights the steps needing to be taken.

Here's a few links:

Word: <http://office.microsoft.com/en-us/word/HA100744321033.aspx>

Excel: <http://office.microsoft.com/en-us/excel/HA101491511033.aspx>

PowerPoint: <http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>

Outlook: <http://office.microsoft.com/en-us/outlook/HA102221621033.aspx>

Access <http://office.microsoft.com/en-us/access/HA102388991033.aspx>

You will also need Adobe Flash Player 7.0 or later, which is available at <http://get.adobe.com/flashplayer/>

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