



SOS COMPUTER TRAINING

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

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Issue 9

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Prize Winner Announced

The winner of our regular prize is:

Dan Parfitt, CHPP from
Xstrata Newlands Coal

"I have been getting training in both Excel and Project from Suzanna Sherlock from Sherlock's Office Solutions. She is very knowledgeable and a good teacher. The things that she can teach you in Excel are awesome and you learn things that make your life so much easier and you are able to do things that you don't even know were possible. You think that you know how to use Excel till you sit down with Suzanna and find out everything you didn't know."

And remember to be in the draw for a great prize all you need to do is complete the Newsletter Feedback form or Client Feedback form and return it to us. Just click on the feedback links below.

[Newsletter Feedback](#)

[Client Feedback](#)

What's New?

We hope everyone is doing well. Unbelievable it's September! We have been so busy. Our Project courses have been fully booked and our other courses have also proven to be incredibly popular. Our workload has increased so much that we have had to employ more trainers. Each one is an expert in their own field. We can teach any Microsoft program, from beginner to expert, including Microsoft Access and now MYOB.

Our next 2 day Microsoft Office Project course will run on the 20th and 21st of October. Be quick to secure your seat!

Our course calendar can be accessed on our website or click the following link to go there directly.

[Course Calendar](#)

We have also conducted on-site training sessions at various companies throughout the Mackay area. Suzanna has been travelling to Newlands Mine and as far south as Brisbane. We customise our training to your needs, ensuring the training will increase the participants' skill levels so they can do their jobs better.

And remember we are always here to offer support if you need it.

"I haven't failed. I've just found 10,000 ways that won't work."

Thomas Edison (1846 - 1931)



Thrilling Tips and Tutorials!

1. Project Steps:

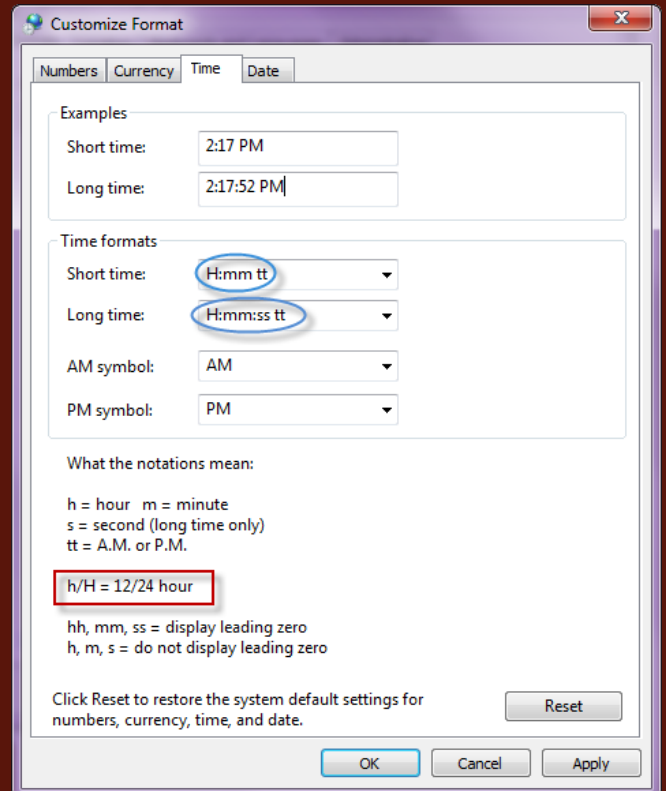
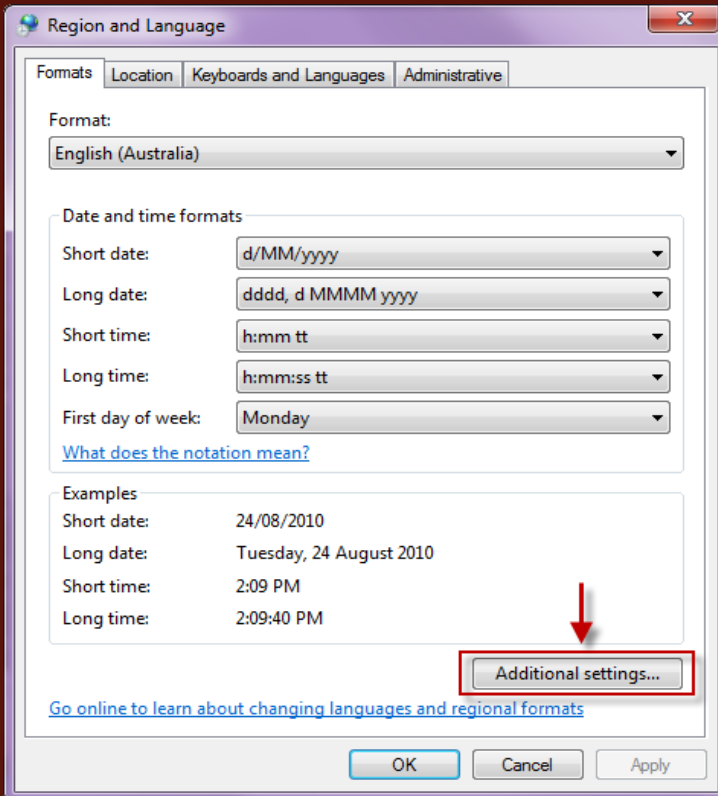
We're having a look at Microsoft Project in this issue. Mostly ... people jump in and start typing tasks and durations straight away. This can lead to all sorts of trouble. Project works all your timings out for you, so it's essential to set up your working days and calendars first. If you leave it until after entering tasks/durations, it will alter the whole timeline and really frustrate you. Here are a few steps to take before you enter any tasks at all (which you'll see comes in at No. 7!).

FIRST STEPS TO FOLLOW IN CREATING A PROJECT	
1.	Define and plan your project by identifying tasks and dividing into phases (e.g. Design Phase, Construction Phase) and deciding on milestones. Task statements should contain a verb (e.g. Design plan, Create JSA).
2.	Create and save your project file.
3.	Enter initial project data. <ul style="list-style-type: none"> Project, Project Information. Enter the start date (finish date will be grey). Don't enter a finish date (even though you could by choosing Project Finish Date from the 'Schedule from' option). It makes everything a critical path and all tasks begin as <u>late</u> as possible. Enter project properties (optional). <ul style="list-style-type: none"> File, Properties. Fill out the Summary details.
4.	Check or modify calendar options. <ul style="list-style-type: none"> Tools, Options. Calendar tab (especially start/end and hours, the day the week starts ... i.e. Sun or Mon, hours per day i.e. 8).
5.	Check or modify date format. <ul style="list-style-type: none"> Tools, Options. View tab. Date Format. <input type="text" value="Mon 28/01/02 12:33 PM"/> is good for keeping track of start/end times for tasks
6.	Modify Standard Calendar. <ul style="list-style-type: none"> Tools, Change Working Time. Edit the standard calendar. For Version 2003 don't forget to select the day headings across the top before you alter any of the times. For Version 2007 select Work Weeks, Details. Any new calendars for different resource people or equipment will be based on the standard one. You can go back to individual calendar settings later.
7.	Enter basic task information. <ul style="list-style-type: none"> Type phases (summary tasks), tasks and milestones into cells. Type duration into cells (default duration is "day"). Don't type durations for phases. Zero duration for milestones.

2. Show Times in 24 Hour Format:

A big frustration for Project users is the AM/PM format for times. You can't change it to 24 hour format in Project. You need to do it in your Windows settings. Here's how:

- Click the **Start** button
- Select **Control Panel**
- Click the **Region and Language** option
- Select **Additional Settings** and then the **Time** tab
- Type an upper case **H** as shown
- Click the **OK** button



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