

My work email is my home page on my computer at home. Some might say that shows true dedication; however, in the summer I have an ulterior motive. I just love to read the daily emails that we get from the students who left us last term telling us about their interviews, asking advice about which job to take and thanking us for setting them up so well. During their last half-term every one of our students had a mock interview with David Hooper, an external Human Resources Consultant. He reviewed their CVs and gave them constructive, positive feedback so that they were all confident and prepared for the real thing. And, judging by the emails that I have received so far, this has paid off for them.

Angela Liddiard



Pictured: Jay (one of our students) meeting with David Hooper.

listed, but so are smaller productions, music venues, clubs, societies, jobs, accommodation, services, items for sale and wanted – the list is endless. If you are coming to OMBS next month, or just visiting Oxford for a day over the summer, make friends with this website now; you are bound to find something that interests you.

Function Keys

Have you ever looked at the Function Keys (labelled F1, F2 etc) at the top of your keyboard and wondered what they do? They actually do a variety of things depending which program you are using at the time. You can access many functions more quickly by using them rather than the mouse. Here is a list of (what I consider to be) their most popular uses:

F1 has two main uses, it opens Help in all Microsoft programs, while Ctrl+F1 minimises the ribbon in all Microsoft programs (press Ctrl+F1 once more to see the ribbon again).

F2 also has two main uses. In Windows Explorer or an Open or Save box, click on a file or folder and press F2 and you will be able to rename it. In Excel, put your cursor in a cell and press F2, your cursor is now inserted at the end of the cell's contents, ready for you to edit it.

F3 displays the Find Files box in all Microsoft programs.

F4 does a multitude of things. In Internet Explorer it opens the address bar so that you can see your History; in Excel it applies absolute cell references (dollar signs) to the last cell reference that you typed; in Word it repeats your last action (very useful for applying formatting) and in all programs Alt+F4 will close the active Window.

F5 is the refresh key. Use it when looking at a web page to ensure that you are looking at the most current version. In Excel, F5 will display the Go To... box.

F6 allows you to access functions and commands without having to use the mouse. Press F6 twice in any Microsoft program, and you will see that letters and numbers have appeared on the ribbon, for instance there is an H next to the Home tab. Press H on your keyboard and each of the commands on the Home tab now have letters or numbers on them; press the appropriate letter or number on your keyboard to complete the task that you wanted to do, eg change font colour, font size etc.

F7 brings up the spell check function in all Microsoft programs.

F8 opens up Extend mode. This allows you to select cells in Excel by using the arrow keys instead of the mouse. Use Shift+F8 for non-adjacent cells. Press F8 again to toggle Extend mode off.

F9 in Word F9 will update a table of contents. In Excel Ctrl+F9 will minimise the current workbook to an icon.

F10 does the same as F6. Shift+F10 will bring up a shortcut menu (the same as right-clicking).

F11 will bring up full-screen mode in Internet Explorer. Press it again to display the toolbars. In Excel F11 will display a quick chart of selected data.

F12 will bring up the Save As box in all Microsoft programs.

This month's IT Tip

One of the things that we always tell our students is never accept the default option on the computer. If you do, your work will look the same as the millions of other people's work, and our students don't belong to the masses – they stand out from them.

If you insert a **Comment** onto an Excel worksheet you will get a boring rectangular, shape. You can do better than that! You can change the shape and/or the colour; you could even fill it with a picture – maybe your own, or your company logo.

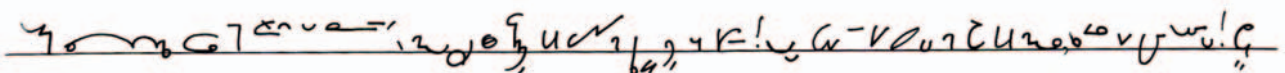
First, let's put the **Change Shape** button onto the **Quick Access Toolbar**. Go to the **Microsoft Office Button**, click on the **Excel Options** button and select **Customize** from the list on the left hand side. In the **Choose commands from:** list select **All Commands**. Scroll down to **Change Shape** and select **Add**, then **OK**.

Insert a **Comment** onto an Excel worksheet (**Review** tab/**Comments** group/**New Comment** button). Select the border of the **Comment** and click on your new **Change Shape** button on the **Quick Access Toolbar**. Select your new shape. To customise your shape, right click on its border and select **Format Comment**. Here you can change the font, font colour, alignment, border etc. On the **Colors and Lines** tab you could click the downward arrow next to **Fill Effects**, scroll down to **Fill Effects**, select the **Picture** tab, then **Select Picture** and fill your **Comment** box with a picture of your choosing.

Now you have customised **Comment** boxes that no other **Microsoft** user will be displaying!

Website of the month

<http://www.dailyinfo.co.uk/> Oxford students are used to seeing the big, coloured Daily Information sheet pinned on notice boards across the city. It is a mine of information – a 'one-stop guide to life in Oxford'. Obviously the mainstream theatre and cinema are



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