

It might be a brand new, fresh year but we never forget our past students and always enjoy hearing from them, no matter how long ago it was that they were here. I had an email last month from two students who studied at OMBS in 2003. In their email they said, "We still use our OMBS skills every day and would definitely recommend doing a course before anyone gets a job, it really was priceless." Although we have had many students since 2003, I recognised their names immediately. This is because one of them was the sender of the very first email that I received from a mobile phone. I remember being amazed that such a thing could be possible. How the world has moved on!

Angela Liddiard



Congratulations to Pippa, one of our current students, who has been awarded a conditional offer to be a torch bearer for the 2012 Olympics. Pippa has been selected out of tens of thousands of nominees to have the opportunity to carry the torch for a section of the way from Reading to Oxford on 10 July. Those selected have been chosen as they have an inspiring story to tell. Well done Pippa, we have our fingers crossed for you.

Shorthand Transcription

Ex-Students: have you noticed the new information button next to the shorthand in the box below. If you really cannot work out what the shorthand says, click the button and all will be revealed. Don't give up too early though; try to work it out before clicking!

I am your geek!

You have already taken Seth Godin's advice (see Website of the month). By reading this newsletter you have already found a geek (me!), and hopefully the monthly IT tips on this newsletter assist you in organising your work and saving you time.

Without sitting next to you and analysing the way you work, here are my top five suggestions which could speed up the way in which you work:

Word: It is now more usual to put one space after a full stop, rather than two. If you are updating old resources, contracts, manuals etc, use **Find** and **Replace** to strip out the extra space. On the **Home** tab, in the **Editing** group, select the **Find** button. In the **Find what** box simply press the spacebar twice, and in the **Replace with** box press it once. Click **Replace All**.

Outlook: Organise your inbox so that all emails from (for example) your boss, or key client(s) appear in a colour of your choice. This will make them stand out from all the spam and unimportant emails. From your inbox go to the **Tools** menu and select **Organize**. Select the **Using Colors** option from the left-hand side. Fill in the necessary details on the top row; when you have finished making your selections click **Apply Color**.

Excel: Imagine you have some data on an Excel worksheet which is surrounded by borders. You might wish to only copy the data (not the borders) and paste it into a new worksheet. Copy as normal, position your cursor where you would like to paste the data, click the downward arrow on the **Paste** button (**Home** tab/**Clipboard** group). Select **No Borders**.

PowerPoint: To group objects such as WordArt, text boxes, shapes, pictures etc, select each one (hold down the **Shift** key and click on each one), then press **Ctrl+G**. To ungroup them press **Ctrl+Shift+G**.

All programs: The **Format Painter** is such a useful button. If you have formatting applied to text and you wish to repeat the same formatting elsewhere, just highlight the original text and click the **Format Painter** (**Home** tab/**Clipboard** group). Then highlight the text to be formatted and the formatting will be copied. This is particularly useful when text doesn't seem to be behaving itself; maybe a stray bullet in a list is misaligned. You could copy the formatting of text that is aligned properly, then paste it onto the wayward text, thereby correcting the situation.

This month's IT Tip

Outline View is a simple way to navigate around long documents in Microsoft Word. Imagine you have a document that is (for example) twenty pages long. You might want to find something that you know is towards the middle of the document.

Firstly, you must apply **Heading Styles** to all the headings in your document. To do this go to the **Home** tab/**Styles** group, select a heading style(s) and apply it/them where appropriate in your document.

Now switch to **Outline** view (go to the **View** tab/**Document Views** group/**Outline** button). Click the drop down arrow next to the **Show Level** box and change it to Level 1. Now you can only see the Level 1 headings (for example: Heading 1).

If you would like to see the text that appears after a heading, click into the heading, then click on the plus symbol. This will expand the selection to show the text. To hide the text again, click the minus symbol.

To return to your original document click the **Close Outline View** button.

You could save yourself hours of scrolling time by using this method of navigation.

Website of the Month

www.sethgodin.typepad.com/seths_blog/ One of my favourite bloggers, and one that I would wholeheartedly recommend that you subscribe to, is Seth Godin.

As Head of IT at OMBS I suppose that it is only natural that I completely agree with this blog post from him last year:

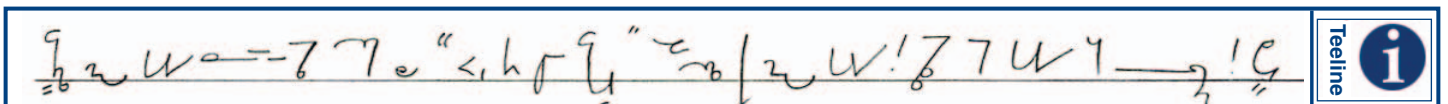
Time for a workflow audit

Go find a geek. Someone who understands gmail, Outlook, Excel and other basic tools.

Pay her to sit next to you for an hour and watch you work.

Then say, "tell me five ways I can save an hour a day".

Whatever you need to pay for this service, it will pay for itself in a week.



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You are most welcome to visit us here in Oxford at any time. You can watch a normal day as it unfolds,

visit lessons and talk to students and tutors.

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