

Our three term PA course is hard work. It has to be; our aim is to prepare you for the workplace. However, along the way you will meet some great people who could become friends for life and form the basis of your future professional network. It is not all hard work though; our students have been out and about having fun, as you can see from the photographs below. I get great pleasure in choosing the picture that I am going to use in the newsletter each month, but this month I had a real dilemma – there were four that I really wanted to publish, so I have published them all! *Angela Liddiard*



Just before Easter a group of students went to Thorpe Park for a day of ‘roller-coaster fun’. Pictured are (from top to bottom, left to right) Jo, Lily, Panda, Sophie, Louise, Becca, Alex, Flora, Lottie and Millie taking a break from their day of excitement.



Over Easter one group of students went even further afield – to the ski slopes of Saint Jean D’Arves. Pictured (from left to right) are Tash, Lydia, Pixie, Gina, Anna and Ailsa.



Whilst some students were holidaying and partying another was engaging in the very serious business of getting married! Pictured (left to right) are Emma, Maggie and Victoria at Maggie’s wedding. Congratulations and best wishes to Mr and Mrs Milewski from all of the staff and students at OMBS.

Another celebration for the final picture – this is more of a work related one. Pictured (left to right) are Carla and Fiona, two of our Gap Year students, who broke all records last term with their Audio skills. On their twelve week course students are expected to complete the Foundation level, some even complete the Intermediate level. Through sheer hard work and determination Carla and Fiona became the first ever students to complete the Advanced level in a twelve week term. This is an invaluable life-skill for both of them.

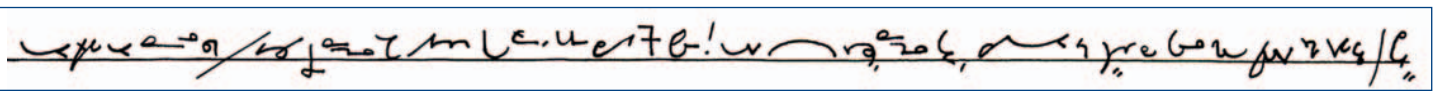


### Website of the month

[www.google.co.uk/maps](http://www.google.co.uk/maps) In March Google rolled out its Street View service so that you are now able to view and explore street level imagery throughout the UK. Soon we will wonder what we ever did without it. It is already becoming invaluable in the property sales industry. There are concerns about privacy though; a number of people and organisations are not happy that their home or business has been photographed and that it is being displayed on the internet for the whole world to see. If you don’t want to have your property shown you are not alone. Tony Blair, Downing Street and several government departments including the House of Commons have all been blacked out. If you do not want your home or business to be shown click the *Report a problem* link in the bottom left hand corner of the Street View screen. Google responds to these promptly.

### This month’s IT Tip

Imagine that you have just input a long list of figures into Excel, and you want to check that you have not made any mistakes. You could hold the original list up to the screen, point at the screen and mutter the numbers to yourself (don’t laugh – I bet you have done that!). If you are lucky you might have someone who can read the original figures out to you while you check them on screen. There is a third way ... Excel can read them to you as you enter them. To enable this, click on the downward arrow to the right of the **Quick Access Toolbar**. Choose **More Commands**. Scroll down and select **Speak Cells on Enter** (note that there are a number of text-to-speech commands that you can choose from). Click **Add**, then click **OK**. The **Speak Cells on Enter** button is now on your **Quick Access Toolbar** – click on it, then enter data into your spreadsheet and listen to the dulcet tones emanating from your speakers.



Feel free to pass this email onto anyone who will find it useful. If you have received this as a forwarded email and would like a regular copy of your own, email [newsletter@oxfordbusiness.co.uk](mailto:newsletter@oxfordbusiness.co.uk). To unsubscribe email [newsletter@oxfordbusiness.co.uk](mailto:newsletter@oxfordbusiness.co.uk)

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. OMBS Ltd, 5 Cambridge Terrace, Oxford, OX1 1UP. 01865 240963. <http://www.oxfordbusiness.co.uk> Newsletter Editor: [angelal@oxfordbusiness.co.uk](mailto:angelal@oxfordbusiness.co.uk)