

A Happy New Year to you all! We are just about to commence our second term teaching solely on Office 2007. At first, like most people, we were a little dubious about the new Ribbon interface, but we have been most pleasantly surprised. It has made teaching and learning much easier. Last term we managed to cover many more topics than when we were using the previous incarnation of Office. This means that our December leavers enter the workplace with an even better understanding and knowledge of IT, which can only be a good thing. To kick start 2010 I am going to list my ten latest Word and Excel tips. What I like about all of these is that they make you more organised, giving you much more control over your work. I hope you try them out. *Angela Liddiard*



In December we said goodbye to our Gap Year students. They leave us with excellent skills which will enable them to work to fund their travels and future studies. We wish them luck with this next stage of their gap year, and remind them that we are always here for help and advice in

the future. Pictured are: (clockwise from bottom left) Tom, Emily, Louisa, Alby, Laura and Ginny.

Microsoft Word Tips

No matter how experienced at IT we all are, I am sure that each one of us has been working away at a document and then the computer has crashed; or you have accidentally closed a document without saving it. Thankfully Word is set up to automatically save your document. By default it does this every 10 minutes. If you would like this to happen more frequently go to the **Microsoft Office** button/**Word Options**, then select **Save** from the left hand pane. Amend the time in the second box down to suit you.

One thing that I really do miss from Office 2003 is the option to save and close numerous Word documents with just two clicks. It is still possible, it just takes a bit of setting up. Go to the **Microsoft Office** button/**Word Options**/then select **Customize** from the left hand pane. In the **Choose Commands from:** box select **Commands not in the ribbon**. Select **Save All** from the left hand pane and click on **Add**. Repeat the process for **Close/Close All**. These two command buttons will now appear on your **Quick Access Toolbar** enabling you to save and close multiple documents quickly.

Word automatically saves your work into a folder – probably My Documents, or a location on your company network. If you would like to change this location go to the **Microsoft Office** button/**Word Options**, then select **Save** from the left hand pane. In the **Default file location:** box, click on the **Browse** button and select the file that you would like your documents to be automatically saved in.

Word 2007 makes comparing documents easier. Make sure that both documents are open. Go to the **View** tab/**Window** group and click on **View Side by Side**. There is a small command button showing an up and down arrow – this is the **Synchronous Scrolling** button; toggle it on or off depending whether you wish the two documents to scroll at the same pace.

Often in publishing the margins of a document are fully-justified; they are straight on both the left and right hand side. Sometimes this might result in some unusual spacing between

words. Automatic hyphenation might solve this dilemma. Go to the **Page Layout** tab/**Page Setup** group and select the **Hyphenation** command button. Select **Automatic** and Word will split long words wherever possible, resulting in those peculiar gaps being closed and keeping a nice straight right hand margin.

Microsoft Excel Tips

Having set up a spreadsheet, sometimes it is obvious that it would work better if the rows were the columns and vice versa. Excel makes this very easy to do. Highlight the data and copy it. Select a blank cell and go to the **Home** tab/**Clipboard** group and click on the downward arrow on the **Paste** command button. Select **Paste Special**, then put a tick in the box next to **Transpose**. Your rows and columns are now switched round.

The moment that a person discovers the Freeze Panes option is no doubt a defining moment in spreadsheet usage! When you are looking at a spreadsheet which has many rows and columns the row and column labels disappear off the screen as you scroll down or across. Excel can ‘freeze’ these labels so that they are on the screen at all times, making it much easier to understand your data. Whichever cell you are clicked into, Excel will freeze all the rows above and all the columns to the left. Assuming that you have column headings in row 1, and row headings in column 1, put your cursor into cell B2 and go to the **View** tab/**Windows** group and click on the **Freeze Panes** command button and choose the top option. Your row and column headers will now stay on the screen no matter how far across or down the spreadsheet you scroll.

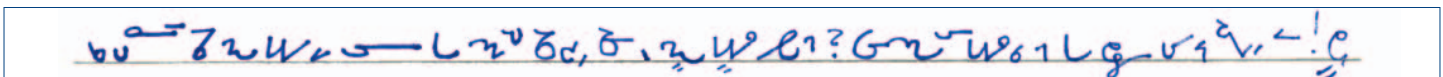
You don’t have to tell Excel to perform a calculation – it does it automatically. Highlight a range of cells, then look at the right hand side of the **Status Bar**. Excel displays the Average, Count and Sum of the selected range.

Excel inserts a page break automatically. Sometimes, as in Word, you might want to amend where the break occurs to make the data more logical. Go to the **View** tab/**Workbook Views** group, then click on the **Page Break Preview** button. Click and drag the thick blue line that surrounds your data to alter where the page break will occur. When you have made your selection click on the **Normal** view button on the **Status Bar** to return to normal view.

And finally, make friends with the Data Validation options; **Data** tab/**Data Tools** group/**Data Validation** command button. These enable you to validate cells, rows or columns so that only specified types of data can be inserted.

Website of the month

<http://www.graze.com/> After the excesses of the festive season you may be planning to kick start the New Year with a healthy eating plan. This website offers healthy, natural food; fresh fruit, delicious nuts, seeds and dried fruits, tasty crackers and olives, as well as some well deserved natural treats. Everything is free from artificial colourings, flavourings and preservatives. You make up a box of goodies by selecting from the extensive range on offer, then choose your delivery day. Boxes start from only £2.99.



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