

Ex-students – can you remember the first few lines of the Alpine Strawberries keyboarding passage? Sarah Knox can! Sarah came to Oxford Media & Business School on the Gap Year course in September 2005. She spent the rest of her gap year travelling, settling in New Zealand for eight months before returning to Oxford to study Communications, Media and Culture at Oxford Brookes. After graduating, Sarah spent a frustrating eight months job hunting. When this did not yield any satisfactory results she registered on the PA course at OMBS, knowing that this will equip her with the skills, knowledge, and more importantly, the contacts needed to secure a good job. Was that a wise choice? Read the article on the right hand side below. [Angela Liddiard](#)



Sarah Knox (seated) with Victoria, Ilana and Emma from the PA course.

Repeat after me ...
 "Alpine strawberries are such pretty plants"!!

Hoodies

I was walking to work recently, proudly wearing my Oxford Media & Business School hoodie, when I spotted an ex-student waiting at the bus

stop. She was most impressed with the hoodie! Our current intake of students are now placing their orders for them, so if you would like an OMBS hoodie to keep you warm over the long winter months ahead please telephone Jane Brennan on the number below by Monday 9 November.

School Visits

Andrea's calendar is filling up with requests from schools to come and talk to sixth form students about their options. In the next few months she is visiting Tudor Hall, Godolphin, Our Lady's Abingdon, Moreton Hall, Fettes College and New Hall School. If you are a sixth form tutor and would like Andrea to come and talk to your students please email or telephone her.

This month's IT Tip

Would you like to make your Excel workbook or worksheet more interesting to look at? These tips will show you how to change the colour scheme, the gridline colour and the colour of your worksheet tabs. I can't promise that it will be a work of art – but it will look different to the normal, and to everyone else's!

To change the colour scheme go to the **Microsoft Office** button and click on the **Excel Options** button. Ensure that you are clicked on **Popular** in the left-hand pane, then click on the downward arrow next to **Color scheme** in the right-hand pane. Choose one of the three available colours. Now select **Advanced** from the left-hand pane and scroll down the right-hand side until you come to **Display options for this worksheet**. Ensure that there is a tick in **Show gridlines**. Click the downward arrow next to **Gridline color** and make your choice. Click **OK**. Now comes the final stage in your redecoration of Excel ... right click on your first worksheet tab and select **Tab Color**. Select from the available the options. Voila! Your highly personalised Excel screen is ready for action!

This is why Sarah returned ...

All of the students who left us in July who wanted jobs, are now in employment. Andrea has recently received this email from Barbara Addison, Personal Assistant to the Chairman of Lloyds of London, who employed one of our July leavers:

"I approached Oxford Media & Business School to recruit for an assistant in the Chairman/CEO's office at Lloyd's, the insurance market, in London. The reason for doing so was that we had previously employed a graduate of the Executive PA Diploma course, by chance, and she proved to be a very resourceful, skilled, intelligent girl with whom everyone enjoyed working at Lloyd's.

I rang Andrea Freeman, the Principal at the School, and explained that we were again searching for that perfectly trained person to work with me, the Chairman's PA, and Lesley, the CEO's PA, as our Assistant. Andrea posted the job description on the notice board at the School and specifically approached certain students she considered to be most suitable for the role, to encourage them to apply for the job. Very shortly after my initial approach, I received emails and CVs from some of the students. One of these was Francesca Murray-Smith, with whom we were very impressed in our first interview with her. When she came in for her second interview, we offered her the job as Assistant in the Chairman/CEO's office which, I am delighted to say, she accepted.

Since joining us some 3 months ago, we have discovered she has been extremely well trained by the School – her IT skills, telephone manner, commonsense and general enthusiasm and willingness to put her hand to any task, whether it be a grand project or making a cup of tea, are brilliant. The School has given her the opportunity to work at a very senior level within a well-known and very established City environment and we hope that we shall give her further insights as to how an office runs, to add to her already considerable skills. We are very pleased to have employed Francesca and I would recommend the School to any employer looking for a highly trained, intelligent, competent employee."

Website of the month

www.walkit.com I love everything about this site except the fact that Oxford isn't listed yet. This gives you walking directions to and from landmarks within the cities listed. Better than that though, it will tell you how long it will take to walk the route at a fast, medium and slow pace, along with the calories that you have used and the carbon emissions that you have avoided.

I am ashamed to say that, when in London, I have always taken the tube from Paddington Station to Oxford Street. From this website I can see that it is only 1.4 miles and would take me 21 minutes to walk and use up 135 calories – I could have a coffee and a Danish when I arrive as a reward!

