

THE QUILL CONSULTANCY

NEWSLETTER: DECEMBER 2009

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Seasons Greetings

The staff of The Quill wish all our clients the very best for the Christmas season and a prosperous New Year.

We look forward to working with you again in 2010.

The Quill will close on Christmas Eve and will re-open on Monday 4 January 2010.

Managers and Training Co-ordinators:

Ironically, now is possibly the very best time for employers to consider and plan training for their staff to ensure they remain as efficient and productive as possible. It is vital to commit to investing in staff with professional development being a key part of this investment.

Computer skills are fundamental to productivity for many workers. Further, as new versions of mainstream computer packages such as Microsoft Office, MYOB, and Adobe InDesign, are released, new features often require refresher training for even the most computer savvy in order to keep skills current and to ensure they are getting the most out of their software. Not only is training effective in increasing productivity but it is a great way of boosting staff morale by showing the commitment of the business to its most valuable resource. Staff who attend professional development activities often return to work with a more upbeat attitude that can act as a positive influence on colleagues.

The return on investment from effective training can be immediate and will provide businesses with the human resource capability to gain a competitive edge as current and future commercial opportunities evolve. Training can assist organisations to strategically position themselves for growth once the inevitable turnaround in economic conditions occurs. With plenty of signs that there is "light at the end of the tunnel" it is time to put your business on the front foot and develop your resources – the most key of those being your staff. It is important to develop their IT skills to build their long term value to your organisation.

The Quill Consultancy provides a wide range of training

Want to try out Office 2010? Download the Beta release from www.microsoft.com/office/2010.

courses that cater for the needs of employees, from those with minimal computer skills through to the needs of IT support staff with high level technical training requirements. Training can be provided in a scheduled public course or we can customise training and support materials to meet the exact needs of an organisation.

To view the current schedule of computer courses, course outlines and even make bookings online (for which a 5% discount is offered) visit The Quill Consultancy's website at www.quill.com.au or call 6224 0263 to discuss how we can assist in developing computing skills in a cost effective manner.

Excel 2010

No doubt some of you would be overwhelmed trying to keep up with all the versions of Office that are in the workplace and at home. We have clients who are still using Office 97 through to those that have recently deployed Office 2007.

Nevertheless, we believe it is useful to have some idea of what is ahead in Microsoft's pervasive Office Suite. Knowing this information will help inform your decision about future upgrades you or your organisation might undertake.

For example, being aware of new features may encourage some of you contemplating an upgrade to Office 2007 to wait in fact until Office 2010 is released sometime next year (which is what we would anticipate being the timeframe).

Given the learning curve required to become familiar with the new Office user interface - which appeared for the first time in Office 2007, and is retained and enhanced in Office 2010 - you may make the judgement that waiting for Office 2010 to be released before upgrading is worthwhile, to maximise the

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Room Hire

Our training and meeting rooms are available for hire on a daily basis.

Training Room 1 is configured up to 16 people with PCs and Training Room 2 can take 12. Both rooms are provided with whiteboards and Internet access. Screen projectors are available.

Our meeting rooms can accommodate from 3 to 8 people. Call us on **6224 0263** for more information.

benefits you will derive from an Office upgrade.

We have been using the Technical Review version of Office 2010 for a while now and have identified a number of new features that we will review in this and future newsletters. This month we will start with Excel 2010.

SparkLines

Excel 2007 saw the introduction of Data Bars, Colour Scales and Icon Sets as enhancements to Conditional Formatting. These are very useful tools to graphically illustrate where a data item is positioned in relation to the entire data set, but they cannot show data history.

Excel 2010 extends these graphical tools with the introduction of SparkLines - essentially micro-graphs in a cell. The sample below uses SparkLines to show the performance of some stores over several years.

	A	B	C	D	E	F	G
		Year 1	Year 2	Year 3	Year 4	Year 5	
Store 1		231	271	197	169	177	
Store 2		139	207	185	149	191	
Store 3		203	285	253	257	237	
Store 4		218	133	128	187	296	
Store 5		125	283	105	291	242	

In the example below, sparklines have been used to illustrate the win-loss performance of some imaginary sports teams. It can be seen that the Gold Coast has had a rocky start to the season.

Team	Win/Loss
St Kilda	
Collingwood	
Essendon	
Gold Coast	

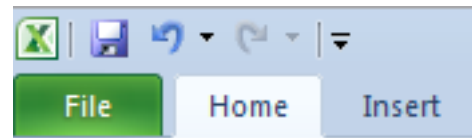
The Return of the File Menu

The Beta (pre-release) version of Office 2010 has just been released and is notable for many reasons, one being the return of the File menu.

When Office 2007 was released it featured the Ribbon but the File menu was nowhere to be seen, having been replaced by the Office Button in the top left of the window. This caused some consternation and scratching of heads as people struggled to Print documents or Save their work.

As has been evident in the development of Office 2007 and 2010, Microsoft has listened to its customers and has reinstated the File menu.

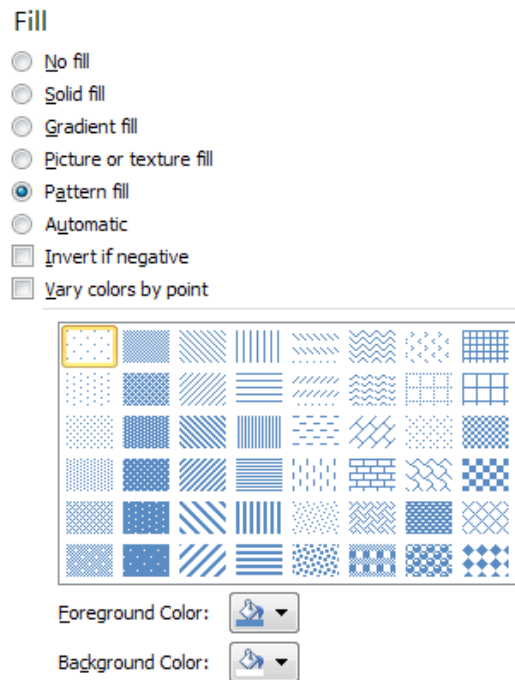
It is now the first tab on the revised Ribbon.



Patterns

Another feature that has returned from a temporary absence is Patterns. Office 2007 introduced many new graphical formatting options, but users who were restricted to using non-colour laser printers found that it was difficult between different data series when printing in greyscale.

Patterns can be found in the Fill section of the Format screen.



Training Room update

The Quill Consultancy has just taken delivery of 13 new computers for our training rooms.

Specifications are:

- Brand:** HP 6000
- Memory:** 8 GB
- Processor:** Intel Core 2 Quad 2.66 GHz
- Hard Drive:** 320GB
- Networking** 1 Gb

These machines can be configured for Windows XP Professional, Windows Vista or Windows 7, Office 2000, XP, 2003 or 2007.

They are also suitable for technical training courses and can be configured to run multiple Virtual Machines.

Please call us on 6224 0263 to discuss your room hire or training requirements.

The Quill Consultancy - Application Training Schedule - December 2009 to March 2010

Course	Days	Cost	December 2009	January 2010	February 2010	March 2010
Databases						
Access 2000/XP/2003 Introduction	2	\$514.80	10-11	28-29		3-4
Access 2000/XP/2003 Intermediate	2	\$514.80				29-30
Access 2000/XP/2003 VBA Programming	2	\$514.80				
Access 2007 Introduction	2	\$514.80	10-11	28-29		
Access 2007 Intermediate	2	\$514.80			4-5	29-30
Access 2007 VBA Programming	2	\$514.80	Please call			
Spreadsheets						
Excel 2000/XP/2003 Introduction	1	\$264.00	4	20	24	10
Excel 2000/XP/2003 Intermediate	1	\$264.00	11	25	26	31
Excel 2000/XP/2003 Advanced	1	\$264.00	14			25
Excel 2000/XP/2003 VBA Programming	2	\$514.80			11-12	18-19
Excel 2007 Introduction	1	\$264.00	4	20	24	10
Excel 2007 Intermediate	1	\$264.00	11	25	26	31
Excel 2007 Advanced	1	\$264.00	3			
Excel 2007 VBA Programming	2	\$514.80	Please call			
Word Processing						
Word 2000/XP/2003 Introduction	1	\$264.00	9	14	17	15
Word 2000/XP/2003 Intermediate	1	\$264.00	17	18	1	26
Word 2000/XP/2003 Managing Long Documents	1	\$264.00			25	
Word 2007 Introduction	1	\$264.00		14	17	15
Word 2007 Intermediate	1	\$264.00	1	18	1	26
Publishing and Presentation						
Adobe Acrobat	0.5	\$158.40			19	
Powerpoint XP/2003 Introduction	1	\$264.00				24
Powerpoint XP/2003 Advanced	1	\$264.00	22			2
Powerpoint 2007 Introduction	1	\$264.00				24
Powerpoint 2007 Advanced	1	\$264.00				2
Publisher 2000/XP/2003 Introduction	1	\$264.00				1
Publisher 2007 Introduction	1	\$264.00				1
Adobe InDesign Introduction	1	\$264.00	9		16	
Adobe Photoshop Introduction	1	\$264.00			22	
Business Tools						
Outlook 2003/2007 Introduction	0.5	\$158.40	Please call			
Crystal Reports Introduction	1	\$264.00	Please call			
MYOB Introduction	2	\$514.80				3-4
Visio 2003/2007 Introduction	1	\$264.00			15	
Transition to Windows 7	0.5	\$158.40	Please call			
Project Management						
Project 2000/XP/2003/2007 Introduction	1	\$264.00	2	19		5
Project 2000/XP/2003/2007 Intermediate	1	\$264.00	18		18	

Please call if these dates do not meet your requirements. We will do our best to find alternatives.

Technical courses are listed on our web site - www.quill.com.au

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The Quill Consultancy - Technical Training Schedule - December 2009 to March 2010

Course	Days	Cost	December 2009	January 2010	February 2010	March 2010
Windows Server 2008						
6421: Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	5	\$3025			22-26	
6426: Configuring and Troubleshooting Identity and Access Solutions with Windows Server 2008 AD	3	\$1815			15-17	
6425: Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services	5	\$3025	14-18	25-29		
6430: Planning and Administering Windows Server 2008 Servers	5	\$3025				15-19
Exchange Server						
5047: Introduction to Installing and Managing Microsoft® Exchange Server 2007	3	\$1815			8-10	
5051: Monitoring and Troubleshooting Microsoft® Exchange Server 2007	2	\$1210				22-23
SQL Server						
6232: Implementing a Microsoft SQL Server 2008 Database	5	\$3025				8-12
2793: Implementing and Maintaining Microsoft SQL Server 2005 Reporting Services	3	\$1815			22-24	
6235: Implementing and Maintaining Microsoft SQL Server 2008 Integration Services	3	\$1815				24-26
6236: Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services	3	\$1815			22-24	
6231: Maintaining a Microsoft SQL Server 2008 Database	5	\$3025	7-11		1-5	
2778: Writing Queries Using Microsoft SQL Server 2008 Transact-SQL	3	\$1815		18-20		
Other Server Applications						
6451: Planning, Deploying and Managing Microsoft System Center Configuration Manager 2007	5	\$3025		11-15		

Microsoft Certified Application Specialist (MCAS)

The Quill Consultancy is an Authorised Certipoint Testing Centre and has recently been appointed Tasmania's only IC Central Premier Partner. As such we can deliver examinations associated with Microsoft Certified Application Specialist (MCAS) certifications.

For existing and prospective employees and students

The Microsoft Certified Application Specialists credential tells the world you have demonstrated proficiency in the newest standard of the world's foremost desktop computing applications. Microsoft certifications (based on globally recognized standards) demonstrate your computing skills and help advance your career prospects in a competitive job market.

Individuals certified in the 2007 Microsoft Office applications are able to display expertise using the features of the 2007 Office suite to complete tasks and projects quickly and more efficiently. And certification verifies a wide variety of skills; not only in programs like Word and Excel, but also for specific job functions such as managing budgets and presentations.

For employers

Studies show that a comprehensive level of skill proficiency is directly linked to an immediate increase in on-the-job performance, regardless of the actual job function. Recruiting certified workers and developing training programs to certify your existing workforce is essential to maintaining competitiveness in today's business landscape. Individuals certified in the 2007 Microsoft Office applications are able to complete tasks and projects quickly and more efficiently. Therefore, include Microsoft certification testing to deliver effective, performance-enhancing certifications as a component of your Information Technology training program. Microsoft Certified Application Specialists exams use real applications to provide the most authentic evaluation of your knowledge, skills, and abilities. Our performance-based tests use specialized examination software while simultaneously running the actual Microsoft Office programs. You can prepare for your certification exams using our Microsoft Office training, courseware, and practice tests. Contact us at [Quill](#) for more information.



Learning Solutions

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Why choose an authorized source for your training needs?

Effective training plays a significant role in the performance of IT workers, teams, and the return on any software investment. Recent research has shown that for each new IT team member trained and certified, team performance increases ¹. But who you choose to fulfill the training needs of your organization can make a big difference. Only Microsoft Certified Partners for Learning Solutions can provide world-class learning experiences using Official Microsoft Learning Products.

Training you can trust.

Microsoft Certified Partners for Learning Solutions are the only training companies that meet Microsoft's international standards of excellence. Only a Certified Partner for Learning Solutions will deliver all of the following:

- **Microsoft Certified Trainers** are product experts that meet stringent certification requirements and are the only individuals authorized to deliver training based on Official Microsoft Learning Products.
- **Official Microsoft Learning Products** are designed in cooperation with the Microsoft product development teams that built the software, so the materials come straight from the source. These products offer real-world scenarios and in-depth content for an unparalleled learning experience.
- **Certification readiness** is the cornerstone of Microsoft Certified Partners for Learning Solutions. Microsoft Certification recognizes and validates real-world IT skills, provides access to unique resources, and offers a life-long career path of IT skills development.
- **Customer satisfaction is guaranteed** by Microsoft Certified Partners for Learning Solutions. Our guarantee ensures that your learning experience is second to none.
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- **Over 1000 learning products** are published by Microsoft Learning, and available through Microsoft Certified Partners for Learning Solutions, each year. These partners can help you choose the right learning path and even create customized solutions that fit your schedule and lifestyle.
- **Special offers and promotions** are available through Microsoft Certified Partners for Learning Solutions, who can help you take advantage of special offers on training and certification.

Get your training from the authorized source.

Special benefits for your organization:

Software Assurance Training Vouchers

If your company has Software Assurance benefits with Microsoft, you can take advantage of the training benefits for your team members through a Certified Partner for Learning Solutions.

Customized Learning Solutions

Save time and resources with a customized learning plan that meets your specific training needs and works within your schedule. It's the most efficient, flexible way to train IT staff.

Contact us to learn more about what a Microsoft Certified Partner for Learning Solutions can do for your organization.

For more information, please contact:

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¹ IDC, Value of Certification: Team Certification and Organizational Performance, November 2006