

The Quill

NEWSLETTER

EXCHANGE 2000 IS COMING!

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Insert: New price list

We thought you'd like to know more about the impending release of Exchange 2000, so we posed a few questions to Microsoft Australia's Ross Dembecki, the Lead Product Manager for the Exchange family of products.



Quill: Over the past 12 months, we've seen a huge interest from our clients in Exchange Server 5.5. What new features can we tell them to look forward to in Exchange 2000?

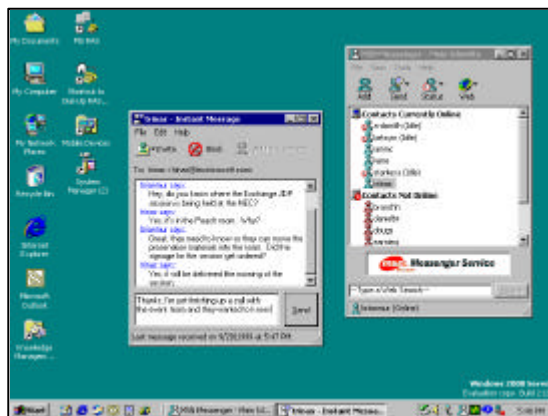
Ross: There are plenty of new features in Exchange Server 2000 to keep everyone satisfied! Exchange 2000 is the reliable, easy to manage platform for messaging and collaboration that brings people and knowledge together. Exchange 2000, seamlessly integrated with the Windows 2000 operating system, is designed to meet the messaging and collaboration needs of businesses of all sizes, from small organisations to the largest distributed enterprise.

Together with its client, Outlook 2000, Exchange provides a highly reliable, scalable, and easy to manage messaging and collaboration infrastructure. The innovative new Microsoft Web Storage System combines the reliability and scalability of Exchange with the accessibility and openness of the Web, to provide a powerful knowledge repository as well as a platform for automating business processes.

We have also announced the release of the new Exchange 2000 Conferencing Server as an addition to our Exchange product line.

Quill: And what is the Exchange 2000 Conferencing Server?

Ross: With Exchange 2000, Microsoft has really extended our platform's ability to provide various "real time collaboration" features to enable knowledge workers to collaborate with anyone, anywhere, anytime. In Exchange 5.5, we have the chat service. In Exchange 2000 we have enhanced the chat service and added the "instant messaging" service. This provides the capability to send an immediate, text-based message to another user on a computer network. Unlike e-mail messages, instant messages are posted immediately to the other user's screen, providing the basis for new forms of collaboration. Both chat and instant messaging are available in the standard Exchange 2000 Server.



Instant Messaging in Exchange 2000 allows immediate communication with another user on a computer network

To really extend ourselves in the real time collaboration market, we built the Exchange 2000 Conferencing Server. This new product provides a platform for complete data,



audio, and video conferencing services, establishing a foundation for new avenues of collaboration. It also provides integrated scheduling and management services to help maximise network bandwidth and availability. It creates a cost-effective platform for real-time "meetings without walls", and therefore reduces travel costs, improves productivity and enables any time, anywhere collaboration for knowledge workers. And the great news for IT administrators is that this enhanced user functionality is accompanied by tools to help them easily manage their company's conferencing infrastructure and network bandwidth.

Quill: With the mainland states viewing Tassie as a little more isolated, this product really helps break down those barriers– a huge bonus to business in this state.

Ross: It's the perfect solution for businesses in Tasmania! I'm looking forward to hearing some success stories from your clients who implement Exchange 2000 Conferencing Server with Exchange 2000.

Quill: And when can we expect to see the new products?

Ross: Well, we just released Exchange 2000 Release Candidate 2, and the betas have received very positive reviews. We are on track for a release to manufacturing before the end of June, and product will be available to Australian customers several weeks after that.

For more information about Exchange 2000 and Exchange Conferencing Server, please visit <http://www.microsoft.com/exchange/prodinfo/2000/default.htm>

The Quill Consultancy will be offering Exchange 2000 technical training when available. Contact David Briggs on (03) 6231 0577 or davidbriggs@quill.com.au to discuss your needs.

GST COMPLIANCE STATEMENT

In accordance with upcoming changes to the Australian Tax System, The Quill Consultancy has issued a GST compliance statement which can be found on www.quill.com.au/gst.

In essence, 10% GST will be applied to all goods and services provided by The Quill Consultancy, including applications training, technical training, consulting services, documentation, help desk support and book sales. We will be issuing tax invoices that will be fully

compliant with GST legislation, and separately identifying the GST component on the invoice. We also honour GST StartUp Assistance Rebate certificates.

Our new price list has been included as an insert in this newsletter. You can also find our price list by visiting <http://www.quill.com.au/gst/gst2.htm>

For more information, contact Greg Smith at The Quill Consultancy on (03) 6231 0577 or gregsmith@quill.com.au

QUILL GOES TO THE ENDS OF THE EARTH FOR ANTARCTIC DIVISION

After 10 years of research on Adélie penguins, Australian Antarctic Division biologists Knowles Kerry and Judy Clarke were overwhelmed with data. While monitoring eating habits, reproduction rates, and nesting behaviour of the penguins, Judy and Knowles had stored the data in a collection of Excel spreadsheets. Some of the data were collected manually, while others were collected automatically, resulting in a number of discrepancies and a need to integrate the two collections. Trying to get information from these data sources was becoming increasingly more difficult, hampering efforts at drawing important conclusions from the research.

Judy and Knowles turned to The Quill Consultancy for help.



The Quill developed Penguin Monitoring System helps researchers find out more about Adélie penguins

After extensive systems analysis and design, The Quill Consultancy was able to reorganise the Excel spreadsheets into an SQL-compliant database. In moving the data across, inconsistencies and discrepancies were discovered and corrected. The Quill Consultancy developed several reports and queries to allow Knowles and Judy to extract the information they needed to do

further research. For example, the proportion of penguin chicks surviving to breed can now be quickly determined and their mean age at first breeding calculated. The system also allows daily nest-observation data to be linked with automatically collected records from a weighbridge system- a process that had previously been tedious and time-consuming.

The Antarctic Division is planning to take the penguin database system to Antarctica in October 2000, to more easily continue research efforts.

Access 97 was used as the front end, and an SQL-compliant database was used as the backend. Total implementation time for the project was 2 months, and involved one Quill consultant.

"I am thrilled I can finally access the information I need to do my research. The database system has been very easy to use and Quill has been helpful and thorough in their analysis and support. I have attended Access training classes at Quill in the past, and have found their level of knowledge and expertise to be exceptional."

- Judy Clarke, Biologist
Australian Antarctic Division

MEET D'RENE WALKER ...

One of the Quill's many long standing employees,

D'rene Walker has worked at The Quill Consultancy since 1995. In her role as training consultant, D'rene has developed and trained a number of courses, including Word, Excel, Windows and Outlook.



A native Tasmanian, D'rene graduated from the University of Tasmania in 1990 with a Bachelor of Education degree, and commenced work at Rosebery District High School. Here she ran the Business Studies Department and was integral in redeveloping the area, with particular emphasis on creating an ergonomic environment and upgrading the classroom computers.

In 1993 and 1994 D'rene travelled extensively overseas, working in London for several months, and enjoying the European lifestyle for several more! On returning to Australia in 1995, she worked for a brief time at Burnie High School, and was then offered a position with The Quill Consultancy.

D'rene has been instrumental in creating relationships

with a number of clients, including Forestry Tasmania, the Hydro, and specifically with the Department of Education SACS project. D'rene trains extensively in the SACS software to the 200+ schools across the state who operate with the system. Many of you would have encountered D'rene's friendly voice on the other end of the Quill's SACS Help Desk.

D'rene has also successfully completed the Microsoft Certified Professional and Microsoft Office User Specialist examinations in Microsoft Word, Excel and Outlook, and attended Microsoft's TechEd conference in 1999.

D'rene recently returned from an 8 week trip to the UK and South America, where she fulfilled her dream of walking the Inca trail to the Machu Picchu ruins in Peru. Don't forget to ask her about it next time you talk to her!

When not at work, chances are you will find D'rene planning her next adventure. After all, she now has a lot of frequent flyer points to use!

BOOK REVIEWS

While we don't suggest using a book as a substitute to attending a course, many of our course attendees ask us to recommend books they can use as reference guides after attending a course. So we have decided to include a section in each newsletter to cover some of the more popular books for the different product areas. All Microsoft Press books reviewed are available from The Quill Consultancy. Please quote the title and ISBN when ordering a book.

In this issue, we look at Access 97 introductory and development books.

Access 97 Step by Step

Publisher Microsoft Press
ISBN 1-57231-316-1
Price \$69.95 (ex GST)



You have a quick and easy reference guide to Access 97 with this book-and-disk package. The step-by-step method allows you to choose your best starting point and learn at your own pace.

The book covers:

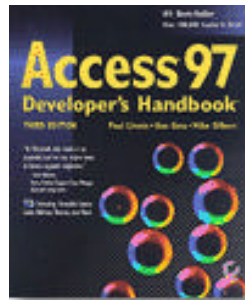
- Viewing, entering, and customising data
- Sorting and filtering
- Creating new tables
- Working with data stored outside Microsoft Access

- Streamlining data entry
- Keeping your information reliable by protecting and validating data, defining relationships and using Lookup fields
- Analysing your data using queries
- Creating and enhancing a report

This book is recommended for attendees of the Access 97 Introduction course.

Access 97 Developer's Handbook, Third Edition

Publisher: Sybex Press
 ISBN: 0-78211-941-7
 Price: \$99.95 (ex GST)



This book helps you to develop high-performance, intuitive, Internet-ready Access 97 applications.

Written by internationally recognised Access experts, this handbook combines several decades of cumulative experience in a single volume.

The book and CD package covers:

- Developing internet-enabled Access 97 applications
- Optimising tables, queries, forms, reports, and code
- Learning to write your own wizards and add-ins
- Helpful tips, examples, tricks, secrets, and undocumented features

For new and experienced Access developers, this book is essential!

FROM THE HELP DESK

How can I wrap text within an Excel cell?

Often you have the need to create a text entry in a cell, which covers more than one line, such as in a heading. Excel provides two ways for you to display multiple lines of data in a cell.

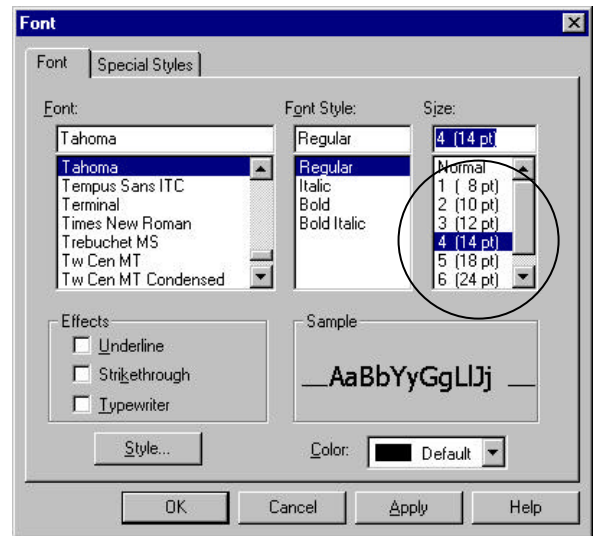
1. Type a line break: Press ALT+ENTER to start a new line while you're typing or editing data.
2. Wrap text automatically: Select the cell, choose Format | Cells, click the Alignment tab, and then select the Wrap text check box. Data in the cell will then wrap to fit the column width. You can make the column wider or narrower to adjust the width of

the data.

What is the best way to change the font size in FrontPage?

When increasing or decreasing the font size in a FrontPage 98 web page, it's tempting to use the Increase Text Size and Decrease Text Size buttons. However, using these buttons creates superfluous HTML code. Every time you use the buttons, a <big> </big> or <small> </small> tag is used in the code. This makes it difficult to determine the exact size of the font, and to replicate the font in another part of your page.

A better way to change the font size is to use Format | Font and select the font size from the list. This creates a and tag, where x is a number matching a point size. This is an HTML standard, easily replicated in another page.



In FrontPage 2000, this issue has been resolved!

I have a Word document with lots of graphics, which takes a long time to scroll through. How can I make this process faster?

Loading and displaying graphics requires additional memory, and therefore slows down the display capacity of the document. This is especially annoying when you scroll up and down the document, and must wait each time for the graphics to load. To speed up scrolling, you can hide your document's graphics.

Choose Tools | Options, and then click the View tab. To hide clip art or imported graphics, select the Picture placeholders check box under Show. Word then displays only an outline of the graphic. You can move and resize the graphic as normal, but Word doesn't wait for the graphics to load when scrolling.

IN OUR NEXT NEWSLETTER...

We'll have a look at Project 2000, see how the Quill is going to the dogs, and meet another Quill staff member!