

The Quill

NEWSLETTER

GET READY FOR OFFICE XP!

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Just when you thought it was safe to upgrade to Microsoft Office 2000, there's a new version right around the corner! Microsoft Office XP, released worldwide on 1 June 2001, is the next release of the world's most popular suite of application products.

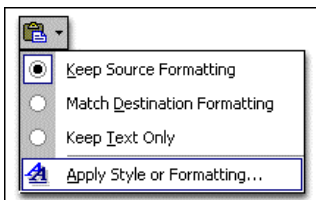
So what's new about Office XP?



In this version of Office, Microsoft has concentrated on simplifying productivity, online collaboration features, and addressing business needs such as data recovery. This is good news for regular Office users! Lets have a look at a few of the new features.

Smart Tags

We all know that you can easily cut and paste text from FrontPage into Word, for example. However, the formatting of your FrontPage Web page might not be what you want in your Word document. In the past, you would have had to paste your text and then apply the FrontPage styles to the new text by going to the Style box, scrolling down, and selecting the style to apply. Now, when you paste content into Word, the Paste Options button appears alongside the selected text that you have just pasted into your destination program. This allows you to quickly choose between keeping the source formatting, and pasting in text only.



You do not have to complete any additional steps to make the Smart Tags appear or disappear in Excel, FrontPage, Outlook, PowerPoint, or Word. They appear automatically when you perform

certain actions (such as pasting or AutoCorrect) and remain in place until you begin another action. For example, when you complete a paste operation, the Paste Options button remains in place alongside your text until you begin typing new text.



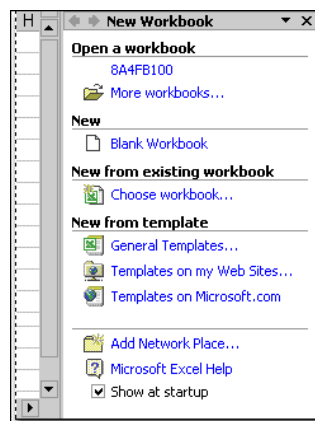
In Word, Excel, and Outlook, the Smart Tag Actions button recognises your typing (such as a name or address in Word) and lets you associate information and actions with that entry. A Smart Tag is

indicated by a series of purple dots under the text. For example, if you type the name James Smith, in Word or Outlook (when using Word as your e-mail editor) you can use the Smart Tag Actions button to create a new Contact in Outlook, send an e-mail message, schedule a meeting, or find driving directions to the address.

There are many types of Smart Tags in each product, for example, AutoCorrect, AutoFit, Automatic Layout, and AutoFill.

Task panes

Have you ever wished that cutting and pasting text or graphics between programs were easier? Would you like a quicker way to apply styles to a slide or a template to your work? For



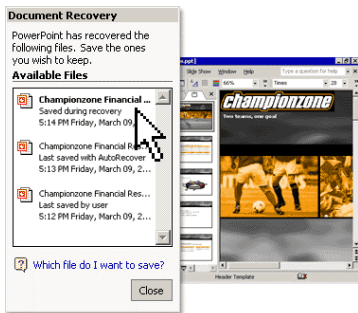
example, you may have to collect and analyse sales data in Excel, type the weekly report in Word, and then prepare a presentation in PowerPoint to summarise the Excel data and the Word report for the next staff meeting.

The new task pane in Office XP frees you from those repeated trips to the menu bar and having to scroll through lists of actions. The task pane gives you one location for the actions you use most when doing your work in Office XP. Now, opening a file, creating a new document, doing a search for a worksheet, or applying a style are only a mouse click away.

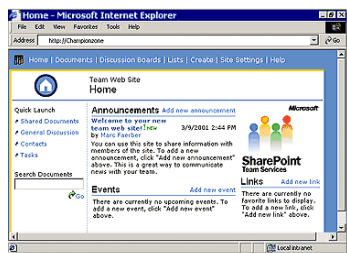
Document Recovery and Security

Document Recovery gives you the option to automatically save your current document, spreadsheet, or presentation at the time an application stops responding, so you don't lose a moment's work. You can save and recover it so you don't lose valuable time or data.

Office XP now also has powerful anti-virus tools to help IT professionals control team security settings, reduce the risk of virus attacks and avoid costly downtime.



SharePoint Team Services



Integration with SharePoint Team Services allows you to share information seamlessly between Office XP programs and

your SharePoint Team Services-based Web site, opening up new possibilities in teamwork. You and your team can add content to your SharePoint Team Services-based site, upload documents, and participate in discussions and surveys—no matter where you are. SharePoint Team Services are available in the Professional Special Edition and the Developer versions only.

There are many other new features in Office XP—visit <http://www.microsoft.com/office/> for more information.

Office XP is available in 4 suites—Professional Special Edition (PSE), Professional (P), Standard (S) and Developer (D). Office XP Professional Special Edition will only be available for a limited time.

	PSE	P	S	D
Word	✓	✓	✓	✓
Excel	✓	✓	✓	✓
Outlook	✓	✓	✓	✓
PowerPoint	✓	✓	✓	✓
Access	✓	✓		✓
FrontPage	✓			✓
SharePoint Team Services	✓			✓
Publisher	✓			
IntelliMouse Explorer	✓			
Developer Tools				✓

The Quill Consultancy is planning to offer training in Office XP for those wishing to upgrade. For more information, contact us on (03) 6231 0577.

WINDOWS XP LAUNCH ANTICIPATED

Microsoft has announced the next version of it's operating system—Windows XP—is due to be released on 25 October, 2001.

Windows XP will be available in two editions: Windows XP Home Edition and Windows XP Professional Edition for businesses of all sizes. According to Microsoft, Windows XP will allow users the freedom to create, connect and communicate in new ways. Windows XP also establishes a new standard in power, reliability, security and simplicity.

Microsoft has stressed that their new release will focus on stability, and that they are working closely with application vendors to ensure compatibility. They are anticipating Windows XP will ship more units in the first quarter after release, than any other Windows version has in the first full year of release.

Stay tuned for more developments as they occur, or visit <http://www.microsoft.com/windowsxp/>



COMPLETE SOLUTIONS FROM THE QUILL!

Headed up by Beth Warren, our consulting services group have been busy with application development, database development and web site creation, not to mention the continuing work with the Department of Education's Managed Network project.

Coupled with our skills in application training and technical training, The Quill Consultancy is one of the few companies in Tasmania to offer **complete solutions** to IT problems. We offer services from hardware support through to application development, training, documentation, and help desk support.

Let's use an example. You might recognise a need to update the PC hardware in your office. You'll need to decide what equipment to buy, where to buy it from, how to install it and how to best utilise the new equipment. You could go to four different companies, each offering slightly different opinions and advice. Or you could seek help from one company that can manage the entire project, from inception to completion.

The Quill Consultancy can offer needs analysis, source the new equipment at the best price, install the hardware and software, and train staff in how best to use it.

We can also supply staff for short term consulting services, such as rollouts and network or software upgrades. In these instances, contracting a person with guaranteed skills is the best option.

Contact Beth Warren at The Quill Consultancy to discuss your opportunity to use the best IT staff in Tasmania!

DHHS TENDER WIN

In partnership with Tasmanian IT supplier Comstra, The Quill Consultancy was recently successful in the Desktop Services tender for the Department of Health and Human Services. This tender involved the supply of desktop hardware and software services for DHHS over the next three years. The Quill

Consultancy will be supporting Comstra in the delivery of both services.

This project—SITE2— involves the rollout of 800 computers per year for the next three years, using Windows 2000 and Office 2000. The Quill's major role will be the delivery of the necessary training for Windows and Office products.

The Quill is currently developing training materials that will be used to deliver the initial course to DHHS staff receiving a new computer. Working with IT Services in DHHS, we have also started the process of determining the end user and IT training requirements for various staff state wide. As the DHHS is the largest State Government department, this task is a very large undertaking!

We are very pleased to be working with Comstra in this project, and envisage we will soon work with other IT companies in similar roles. As Tasmania's only Microsoft Certified Partner and Microsoft Certified Technical Education Centre, the Quill is perfectly positioned to offer technical advice and support for rollouts involving Microsoft products. This tender also highlights our ability to assist large government departments in determining exact training requirements, a process which enables training to be specifically tailored to staff needs.

"I am really excited about the opportunity to work with The Quill Consultancy in this DHHS project. SITE2 represents a very large investment in IT for the department, and I believe between our expertise and The Quill's, we will be extremely well placed to deliver the best solution."



— Peter Gartlan
Executive Director
Comstra

CHANGE TO COURSE PRICING STRUCTURE

From 1 July, 2001, The Quill Consultancy will increase its training and consulting prices by 5%. This is the first time The Quill has increased its training prices in 12 years of operation! This increase is to cover additional administration requirements over the past years, and an increase in business costs.

If you would like to discuss this pricing increase, please contact David Briggs on (03) 6231 0577.

MEET KRISTY EYLES...

Kristy Eyles is the latest addition to the Quill team, where she joins us as our Administration Assistant.

Kristy graduated from Hobart College in 2000, where she studied Information Systems and a variety of outdoor education subjects. Kristy's role involves co-ordinating the day-to-day operations of the Quill, including answering phone, email and fax queries, booking courses, and keeping the office systems running smoothly. Kristy actually began working for The Quill Consultancy three years ago after spending a week in the office on work experience. Her high standard of work so impressed directors Greg and David, they offered her a part-time position. Her role has now expanded into a full-time position, leaving Anna Kudelka free to move to a more financial and operational role at the Quill.



When not at work, Kristy loves bushwalking and sport, and is considering joining the Defence Forces to launch her career as a helicopter pilot.

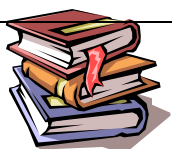
Outlook, Publisher, FrontPage, and Microsoft Small Business tools.

The book also shows how to integrate Office XP applications by sharing data, using the Office Binder program, and other techniques. It demonstrates how to use the Visual Basic development system to master Office XP, by building macros, using variables, operators, and functions to manage operations, using control structures to modify the user interface, and working with application objects. Throughout the book you'll find timesaving Office tips and tricks, troubleshooting techniques, and indexes, plus a CD-ROM that holds an electronic version of the book's text, handy Web links, sample macros and code, tutorials, utilities, and additional third party software.

The CD includes:

- An intuitive HTML interface
- An extensive collection of Microsoft add-ins and third-party utilities, demos, and trials
- Macros and code samples
- Sample chapters from other Inside Out Office XP books
- Web links to Microsoft Office Tools on the Web, online troubleshooters, and product support
- Microsoft Visio customisable auto-demos
- Additional files and templates

BOOK REVIEWS



Microsoft Office XP Inside Out

Publisher Microsoft Press
ISBN 0-735-612-773
Price \$110.00 (inc GST)



This book is not for beginners!

Assuming you know your way around Office, *Microsoft Office XP Inside Out* explores some of the more technical and developer oriented issues with the new version. Complete in one volume, this book gives you a thorough overview of Office and its new knowledge-sharing features and functions. It delivers in-depth information about each major Office XP application and tool, including Excel, Word, PowerPoint, Access,

FROM THE HELP DESK

Q. I have received more than one attachment on an Outlook email message. How can I save all of them at once?

A. Select the email message containing the attachments, and then choose File | Save Attachments | All Attachments from the main menu. This gives you the opportunity to pick and choose which attachments you would like to permanently save.

Q. Why is there no keyboard shortcut equivalent to File / Close?

A. There is! Although it's not listed as a keyboard shortcut in the menu, Ctrl+W closes a window in all Microsoft Office applications.