

# The Quill

## NEWSLETTER

### WASPS AT THE QUILL?

No, the office hasn't been invaded by wasps, but we have been very busy over the last few months training throughout Australia and New Zealand in a software package known as WASP.

WASP is the Works and Assets Scheduling and Procurement system, and was developed by EMS-Solutions in Canberra. It was developed specifically for the energy industry as a means of managing assets and recording, tracking and scheduling works. It's an integrated, Windows "look and feel" package that means all works and assets management information only needs to be entered once and takes advantage of users' existing familiarity with the Windows and Microsoft Office environment.



One of the first major clients to purchase this system was Tasmania's Hydro-Electric Corporation in 1998. It was at this stage that The Quill Consultancy became involved in WASP training, as we learned the system alongside the local project team, and developed the first set of training courses.

Due to the success of this training, The Quill Consultancy became the preferred training organisation for WASP, and was also contracted to develop user guides for the system.

WASP has subsequently been purchased by South West Power in Queensland, Advance Energy in Central New South Wales and Central Power in New Zealand. AAPT (who have offices Australia wide), are the first telecommunications company to purchase the software.

The last few months have seen Quill trainers D'rene Walker, David Pitt and Beth Warren adapting the course notes for these organisations and clocking up the frequent flyer points to accommodate their training schedules!

### PROJECT 2000 COMES TO TOWN

Microsoft Project 2000 is the sixth Windows-based release of the world's most popular project management software.



Project's user base includes a wide variety of individuals, ranging from general knowledge workers to expert project managers. With new and improved features, Project 2000 provides knowledge workers with the flexibility to collaboratively plan and track projects, and deliver the results their business demands.

As part of Project 2000, a new companion product, Project Central, is also being introduced. Project Central is a Web-based collaboration tool, allowing two-way communication between everyone involved in a project. Project Central allows data access to anyone, even those without Project 2000 on their desktops. With Project 2000, Project Central will make project management a much more accessible activity for a broader user audience.

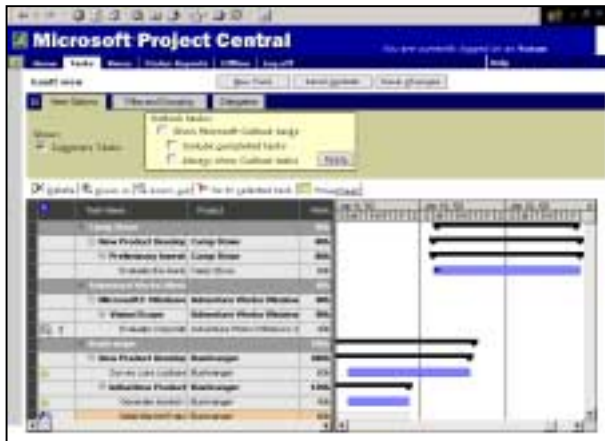
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WASP case study  
Project 2000  
Staff changes  
Meeting room hire  
Microsoft exam  
Staff profile  
Book review  
Tips and techniques  
Insert: Course schedule



A broad range of new features has been included in Project 2000. Some of these include:

- *Personal Gantt chart:* This renders Gantt views like those in Project to outline each team member's own tasks across multiple projects.



- *New tasks:* Team members can create tasks, and the project manager can approve those new tasks, before adding them to the project plan.
- *Task delegation:* Once assigned by the project manager, tasks may be delegated from leads to team members or from peer to peer.
- *Show Outlook tasks:* Team members can show entries from their task list in the Outlook messaging and collaboration client so they can see their entire project and non-project tasks in a single location.
- *View non-working time:* Team members can report non-working time to the project manager or can report non-project time, such as vacation or sick leave.
- *Status reports:* Users can create custom report formats, and request and receive team member status updates that Project Central automatically rolls into a group report.
- *Task calendars:* Task-specific calendars let users create schedules that affect only selected tasks.
- *Materials resources:* Users can specify consumable resources such as lumber or concrete and assign them to tasks.
- *Deadline dates:* Users can remind the team of deadlines and alert them visually if deadlines cannot be met.
- *Auto-Accept Rules:* Managers can reduce time spent in administrative activities by establishing rules to automatically accept actual hours, percent complete or any information in a custom field.
- *Offline Capabilities:* Team members can take their timesheets and status reports offline and continue working on them from wherever they are.

For more information on Project 2000, visit <http://www.microsoft.com/office/project/>

## STAFF CHANGES

We are very excited to welcome two new employees to The Quill Consultancy, David Norton and Brett Henderson. David and Brett are both recent computer science graduates from the University of Tasmania.

Both David and Brett will be joining the Consulting Services division with Beth Warren, Duncan Lee and Dean Estcourt.

After working for The Quill Consultancy for 16 months, Stuart Whittet is relocating to Canberra. We would like to thank him for his efforts while working with us, and to wish Stuart, Jody and the boys good luck in the future.

## MEETING ROOM HIRE

Since moving to our new premises, we have had many enquiries about the hiring of our rooms. Our per-day rates are as follows (GST inclusive): -

Meeting Room Hire	\$121.00
Training Room hire with computers	\$770.00

This price doesn't include morning and afternoon tea, but this can be easily organised if required. If you would like to obtain more information, or organise a time to view our facilities, please contact Anna Kudelka on 6231 0577.

## NEW FREE MICROSOFT CERTIFICATION EXAM

From 30 June 2000 to 31 Dec 2001, Microsoft is offering a new certification exam to Windows NT 4.0 certified professionals for free. The new exam will allow current MCSE's to quickly upgrade to the Windows 2000 platform.

To qualify for the free exam, you must have passed the following three Windows NT 4.0 exams:

- 70-067: Implementing and Supporting Windows NT 4.0
- 70-068: Implementing and Supporting Windows NT

## 4.0 in the Enterprise

- 70-073: Implementing and Supporting Windows NT Workstation 4.0

Individuals who have passed all three exams have the option of sitting the new exam 70-240: Windows 2000 Accelerated Exam for MCP's Certified on Windows NT 4.0, instead of the four core exams in the Windows 2000 track.

For more information on the new exam, visit <http://www.microsoft.com/trainingandservices>

To sit a Microsoft exam, or any other certified professional exam at The Quill Consultancy, call Sylvan Prometric on 1-800-806-944. Exams are available Monday, Tuesday and Wednesday.

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## MEET ANNA KUDELKA ...

**M**any of you would have spoken to Anna Kudelka at

least once when contacting

The Quill Consultancy.

Anna is the glue in the Quill organisation, and is responsible for everything

from booking you into a course, generating certificates, organising courseware, administering the Sylvan Prometric exams and managing the day-to-day finances. It is Anna's work that keeps the Quill running smoothly!

Anna has been with the Quill for 2½ years, during which time she has orchestrated an office move, implemented a new booking system, answered hundreds of phone calls, faxes and emails, and done it all with a smile.

Anna's aim is to make every contact have with the Quill an efficient and enjoyable one.




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## BOOK REVIEWS

**N**eed some ideas to help you work out a problem? Can't find the answer in on-line Help? In this issue, we review two Excel 2000 books to assist you when your trainer isn't there!

Both these books are available from the Quill, and can be ordered by contacting Anna on 6231 0577.

### Excel 2000 Step by Step

*Publisher* Microsoft Press

*ISBN* 1-572-319-747

*Price* \$69.95 (inc GST)



This book includes topics covering the beginning to advanced Excel user. The personal training system offers easy to follow lessons that include clear objectives and real-world business examples. A companion CD is included with practice files, to tightly integrate with the lessons. Other features include a "QuickLook Guide" for easy visual navigation and "Finding the Best Starting Point for You". A special binding stays flat when the book is open.

This book covers:

- Creating worksheets, charts and graphs to effectively analyse data
- Using filter and sort to quickly organise data
- How to simplify calculations using formulas, AutoCalculate, Subtotal and other functions
- Using PivotTables and PivotCharts to summarise and present data in a visual format
- Publishing data to the Internet or intranets and sharing a workbook via your company intranet
- Importing data from other sources, merging multiple spreadsheets, and sharing your work
- Integrating Microsoft Excel with other Microsoft Office programs
- Forecasting trends and relationships with Goal Seek and Scenario Manager
- Validating data and protect work with a password
- Creating and using macros to automate work
- Formatting dates for the twenty-first century

This book is recommended for attendees of the Excel 2000 Introduction and Intermediate courses.

### Excel 2000 Power Programming with VBA

*Publisher* IDG Books Worldwide

*ISBN* 0-764-532-634

*Price* \$95.00 (inc GST)



With the latest version of Visual Basic for Applications and the new Office Component Object Model, Excel 2000 now provides an amazing platform for the development of custom spreadsheets and turnkey applications for a wide range of business needs. Learn how to harness the full programming power of Excel 2000-from UserForms to class modules.

With this book and CD package you will learn how to:

- Master the overall design, development and deployment process for Excel applications
- Take complete control of the Visual Basic Editor environment
- Learn how to work with VBA objects, subprocedures, and functions
- Explore basic to advanced techniques for building intuitive UserForms
- Use VBA to develop robust Excel utilities
- Find out how to program Excel to respond to a wide variety of events
- Discover how to automate charts and pivot tables in your applications
- Create custom toolbars, menus, and help files
- Figure out how to manipulate text files and Visual Basic Project components at design time
- Understand what class modules are and how to use them

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

## FROM THE HELP DESK

*Q. I have just realised that the regular daylight savings time in Hobart has changed this year. How will this effect Outlook?*

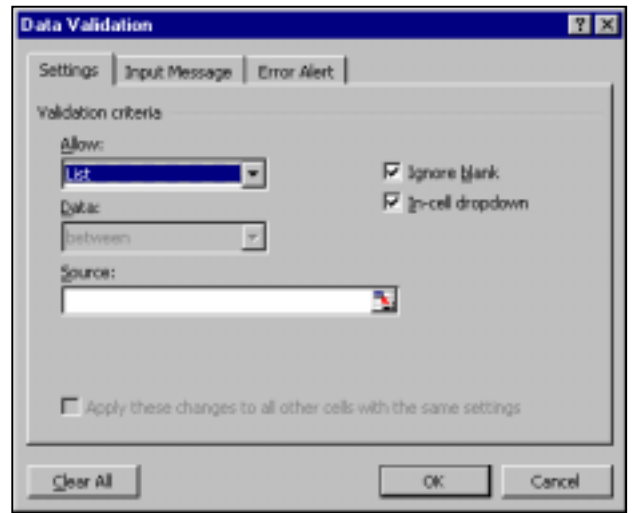
A. Outlook Versions 97, 98 and 2000 rely on time zone information stored in the Windows operating system to display the correct local start and end times for appointments. However, since Outlook must maintain information about the time zone in which each appointment was created, some anomalies may still occur for appointments made across time zones. For further information, and a way to fix this problem, visit the following web site: - [www.microsoft.com/australia/support/timezone/2000.htm](http://www.microsoft.com/australia/support/timezone/2000.htm)

*Q. I would like to have users input data into an Excel cell, but I want to specify their choices to avoid mistakes. Is this possible?*

A. Yes. You can use the Data Validation feature of Excel.

1. Click into the cell that requires input validation.
2. From the Data Menu, select Validation.
3. On the Settings tab, select List from the Allow drop down box.


The following screen will appear:



4. In the Source: edit box, either refer to a cell range, or type in appropriate values separated by a comma.
5. Click on OK. This will produce an in-cell drop-down box, ready for use.

It is also possible to enable Input Messages and Error Alerts by using the other tabs in this dialog box. The Input Message tab allows the spreadsheet creator to give input instructions to the user. The Error Alert tab allows the creator to show an error message on incorrect input.

*Q. I have just upgraded to Word 2000 and have noticed that the cursor changes, depending on the position of the cursor on the screen (eg left, centre, right of page). Is this a new feature I should know about?*

A. Yes. It is a new feature called Click and Type. The cursor changes to  in the centre of the screen, with similar icons for the left and right side of the screen.

This feature can be used to quickly insert text, graphics, tables, or other items into a blank area of a document. Just double-click in a blank area, and the formatting is applied to enable you to position the item where you double-clicked. For example, to create a title page, double-click in the middle of a blank page and type a centred title. Then, double-click the lower-right margin of the page and type a right-aligned author name.

This feature can be used to insert a graphic below the end of the document without the need to press Enter. Or you can type text to the right of an existing paragraph without having to manually add a tab stop.

To determine which formatting Click and Type will apply when you double-click, watch the Click and Type pointer. As you move the pointer into a specific formatting "zone", the pointer shape indicates which formatting will be applied: a left, centre, or right-aligned tab stop, a left indent, or left or right text wrapping.

IN THE NEXT NEWSLETTER...

We have a look at Linux, find out what's been happening in schools, and meet another Quill staff member!