

The Quill

NEWSLETTER

NEW COURSES, DISCOUNTS AND B2B FOR TASSIE!

The first year of the new millennium has been very exciting for The Quill Consultancy, with a new training facility in Launceston, several new staff members, the expansion of our consulting division, and the one year anniversary of our new office in Hobart.

SEASONS GREETINGS!

The Quill staff would like to wish season's greetings to all our clients for Christmas and the New Year. We value your support and look forward to continuing to provide high quality services to you in 2001!



JANUARY DISCOUNT

We are pleased to announce the continuation of our traditional **15% discount** for public training courses over the month of January. This tends to be a quiet time for most people, so a great time to catch up on training for the new year. Please call Anna on 6231 0577 to discuss your training needs in January.

TASMANIA BUSINESS ONLINE

Have you seen the recent publicity about TBO? TBO is an affordable electronic marketplace for Tasmanian businesses to buy, sell and showcase their products online. This



local B2B (business-to-business) portal will consist of two main elements—an electronic Trading Centre and a Business Community Centre for member communications and industry specific news and event listings.

TBO has been set up by a number of major “shareholders”, including KPMG, TECC Pty, m2m Corporation and Ariba Inc. There are also a number of Tasmanian firms who have been selected as preferred suppliers of infrastructure and services to support TBO locally.

The Quill Consultancy is very pleased that it has been chosen to provide training and support services to TBO members and we would urge all of our business clients to visit the TBO web site (www.geton.tbo.com.au) and explore what is on offer.

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[January discount](#)
[Tasmania Business Online](#)
[New PowerPoint course](#)
[Qualifications update](#)
[Prometric website](#)
[SEPCA case study](#)
[Paint Shop Pro review](#)
[Staff profile](#)
[Book review](#)
[Tips and techniques](#)
[Course schedule](#)

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Solution Provider

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Curriculum

Microsoft Certified
Technica
Education
Centre

NEW POWERPOINT COURSE

Due to a number of client requests, we have developed a new one-day Advanced PowerPoint course. The course covers:

- >> Slide Transitions
- >> Adding Multimedia Files to Slides
- >> Microsoft GIF Animator
- >> Animated Images and Slides
- >> Making Slide Shows Interactive
- >> Publishing a Presentation as a Web Page
- >> Page Setup and Printing

...and much more!

The first course is scheduled for 27 February, and still has places available. Book early! Call Anna on 6231 0577 to register for this course.

NEW QUALIFICATIONS FOR QUILL STAFF

Technical Director at The Quill Consultancy—David Briggs—has recently attained his Windows 2000 MCSE qualification. As one of very few professionals Australia-wide with this qualification, David's technical knowledge of Windows 2000 is the best in the state. If you are considering a Windows 2000 network deployment, either now or in the future, please contact David on 6231 0577.

NEW PROMETRIC WEB SITE

You can now register for your technical exams by using the new Prometric web site. Through the site, you can choose a date and time for your exam and then book it, or check your exam history.

Visit the web site today at www.2test.com

SEPCA CASE STUDY

During November and December this year, Dee Webb of The Quill Consultancy has been busy developing documentation and delivering training programs for the SEPCA system—the Single Entry Point Comprehensive Assessment system. This is a pilot program developed for the Department of Health and Human Services in the Southern region, also involving other non-government community organisations.

Previously, all organisations were required to collect their own separate data on an individual requiring assistance, sometimes a frustrating exercise for the organisation and individual alike. The SEPCA system now allows a single data collection point for these organisations, thereby considerably reducing the time taken to collect data across all agencies.

The Quill's involvement in the project extended to the development of documentation, establishing resource requirements for the training programs, and the delivery of training sessions to 240 individuals in the organizations.

The training involved the use of an Access database, using email to send and receive referrals and database maintenance.

The system goes live at the Department of Health and Human Services on 18 December, ready to start data collection on 1 January.

PAINT SHOP PRO

The Quill Consultancy will shortly be offering a half-

day course in Paint Shop Pro—an affordable graphics package with capabilities for photo editing, creating Web graphics, drawing, painting and animating. Photo Shop Pro allows you to design, create and manipulate graphic images for the Web and other graphics projects with professional results, without the excessive cost of some other graphics packages.



For more information on Paint Shop Pro, check the web site at www.jasc.com

Contact David Pitt at The Quill Consultancy on 6231 0577 to register your interest for this course.

MEET DUNCAN LEE ...

Duncan Lee has been employed at The Quill Consultancy since early 1997, having previously shown a high technical aptitude and strong computing skills.



Duncan was initially employed 'behind the scenes' as a network and software administrator for the 50+ PC's and several servers in the Quill office. He was kept busy in this role ensuring all servers and PC's were running smoothly every day! Duncan completed his MCSE qualification for NT 4.0 in 1998, and is shortly to complete the Windows 2000 MCSE qualification. He also has qualifications in Proxy and Exchange Server.

In the last year, Duncan's role has moved to mainstream consulting, where he looks after several networks for Quill clients. He has also played an integral role in the Quill's involvement in the Schools Managed Networks program through the Department of Education (see the previous newsletter for more information), and he now enjoys a background support role.

In the future Duncan sees himself focusing more on software development, and has already written several Visual Basic programs in his spare time.

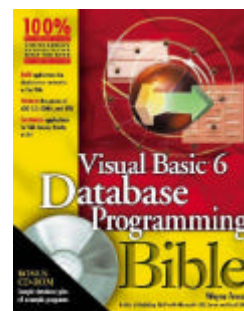
BOOK REVIEWS



Looking for an unusual Christmas present for a computerholic who has everything? Why not a book? This month we review two books—one for the die-hard techie and one for those with an interest in history.

Visual Basic 6 Database Programming Bible

Publisher IDG World wide
ISBN 0-764-547-283
Price \$79.95 (inc GST)



This book is for experienced Visual Basic programmers who need to master the details of building applications that access relational and other data sources. Emphasis is placed both on teaching the reader how to use ActiveX Data Objects (ADO), develop traditional client/server applications and Web base applications using ASP and IIS Applications. This book covers:

- >> The history and overview of databases,
- >> Basic database-design principles: tables, views, and indexes,
- >> ODBC, RDO and ADO database connectivity,
- >> Report design with the Microsoft Data Report Designer,
- >> Writing and debugging stored procedures,
- >> Basic COM+ principles,
- >> Building custom VB COM objects,
- >> Message queues and asynchronous messaging,
- >> SQL Server 7.0 and Oracle 8i administration and database-programming tutorials (including stored procedures on both platforms)

This book will give the reader skills to create cutting-edge distributed database applications with Visual Basic 6.

How the Web Was Born: The Story of the World Wide Web

Publisher Oxford University Press
ISBN 0-192-862-073
Price app \$30.00 (inc GST)



An interesting Christmas gift!

This book traces the history of the World Wide Web, from its genesis at CERN, the European Organization for Nuclear Research, where it was invented by Englishman Tim Berners-Lee. In 1994, a computer program called the Mosaic browser transformed the Internet from an academic tool into a telecommunications revolution. Now a household

name, the World Wide Web is a prominent fixture in the modern communications landscape, with tens of thousands of servers providing information to millions of users. The book tells how the idea for the Web came about, how it was developed and how it was handed over for the world to use.

The first book-length account of the Web's development, *How the Web was Born* draws upon several interviews with the key players in this amazing story. This compelling and highly topical book is certain to interest all readers with a taste for the Web or the Internet, as well as students and teachers of technology and applied science.

This book is available from the Angus & Robertson web site at www.angusrobertson.com.au

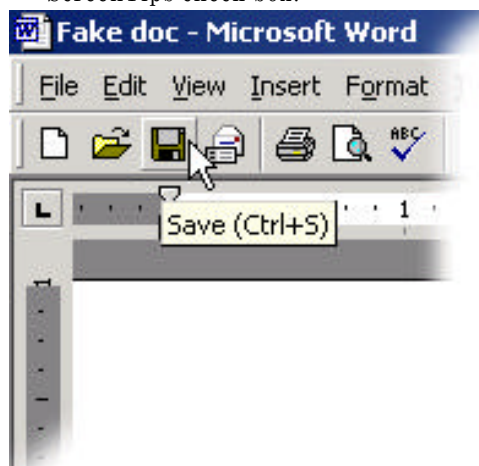
FROM THE HELP DESK

Q. How can I quickly learn the keyboard shortcuts in Word?

A. You can teach yourself keyboard shortcuts for the most commonly used commands by turning on shortcut keys in ScreenTips. When you choose to show toolbar ScreenTips, you can specify that Word also display a shortcut key combination for the toolbar button.

To display shortcut keys in ScreenTips:

1. On the Tools menu, click Customize, and then click the Options tab.
2. If it's not already selected, select the Show ScreenTips on toolbars check box.
3. Select the Show shortcut keys in ScreenTips check box.









Note: When you select the Show shortcut keys in ScreenTips check box, the setting affects all Office programs except Microsoft Excel.

Q. I'm lost! How can I find my way back to where I was just typing in my long Word document?

If you are working on a long document, it's easy to lose your place. With Microsoft Word documents, you can pick up where you left off in your last editing session, as Word keeps track of the last three locations where you typed or edited text. Just press SHIFT+F5 immediately after opening the document, and the cursor will appear at the exact point where you last made a change. To reach the previous two editing locations, press SHIFT+F5 until you reach the location you want.

Q. How can I quickly create a horizontal line in Word?

A. It's easy to add a variety of horizontal divider lines to Word documents. To create a solid, black line for example, type three hyphens (-) at the beginning of a new paragraph and then press Enter. Typing three underscores (_) will make a thicker line, and so on. See the table below for a guide to the types of lines you can create

<i>To create a line like this</i>	<i>Type this and press Enter</i>
	--- (three hyphens)
	___ (three underscores)
	=== (three equal signs)
	### (three hash signs)
	*** (three asterisks)
	~~~ (three tildes)

Note: If you're having trouble making this tip work, try this:

1. Select AutoCorrect from the Tools menu.
2. Click the AutoFormat As You Type tab.
3. Then select the Borders check box under the Apply as you type heading.