



Hi Jaci,  
 Welcome to the April 2009  
 edition of EasySkills,  
 the newsletter from  
 EasyPC Training



In this edition, find out how to get free Bookkeeping services, set yourself up on Twitter and organise your Start menu on your computer.

**From EasyPC Training**

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## EasyPC Training news



### FREE Bookkeeping services

Need a bookkeeper, but not sure who to use? Why not try our FREE, no-obligation 2 hour bookkeeping service (for new MYOB clients only)

Simply call 1300 63 10 40 or email [info@easypctraining.com.au](mailto:info@easypctraining.com.au) and mention this offer when you make your booking.

## Your PC



### Top 10 benefits of Excel 2007

Excel 2007 – the latest version of Microsoft Excel’s popular spreadsheet application.

If you want to see what some of the additional features of Excel 2007 are, then check out the [Top 10 benefits of Excel 2007](#).

## Your PC



### Overview of Internet Explorer 8

Internet Explorer 8 is now available for download at <http://www.microsoft.com/windows/internet-explorer>

See an overview of the [new features of Internet Explorer 8](#)

## Course timetable

### MYOB Day to day

- 1 Jun

### Microsoft Excel

- Beginners – 11 May
- Advanced – 21 May
- Intermediate – 3 Jun
- Beginners – 9 Jun

### Microsoft Word

- Beginners – 14 May
- Advanced – 27 May
- Intermediate – 4 Jun
- Beginners – 11 Jun

### Microsoft Outlook

- Advanced – 19 May
- Beginners – 26 May

### Microsoft PowerPoint

- Beginners – 12 May
- Advanced – 12 May
- Beginners – 24 Jun

### Intro to Computers

- Windows XP – 20 May

### Microsoft Visio

- Beginners – 25 May

[Full listing and BOOKINGS >>](#)

## Small business



### Tweeting with Twitter!

Twitter is the latest social networking application to be used by businesses.

What is Twitter, and how can you use it to keep in touch with friends, family and clients ? [View article](#)

## Small business



### The Recession myth

It's not all doom and gloom...

Read why you should be increasing your spending and training during this period of recession. [View article](#)

## Hints & tips



### Windows XP: Alphabetise your programs

You can put all the programs in your Start menu in alphabetical order, making it easy to find your applications:

1. Go to the Start Menu
2. Select All Programs
3. Right mouse click in the program list
4. Select 'Sort by Name'

## Hints & tips



### Microsoft Outlook 2007

Save time typing similar emails over and over by creating email templates:

1. Type your email
2. From the Office button, select Save As
3. Type name and select Outlook Template
4. Go to Tools > Forms > Chooses a Form
5. Look in User Templates in File System
6. Select your template

## Test your knowledge

### Microsoft Excel 2007

The shortcut key to Replace data is...

Ctrl + R

Ctrl + H

Alt + R

Sort and filter are found in the:

Office button

Formulas ribbon

Data ribbon

Create a new line in a cell by:

Using Alt + Enter

Using Control + Enter

Neither of the above

The SUM function is used to:

Add numbers

Subtract numbers

Either of the above

The default number of worksheets is:

5

1

3

To multiply numbers use the:

SUM function

PRODUCT function

/ Key

Answers: 1B,2C,3A,4A,5C,6B