



Welcome to the  
 March 2009  
 edition of EasySkills,  
 the newsletter from  
 EasyPC Training



In this edition, find out how to get a free Intro to Computers course, store documents on the web and organise your notification area on your computer

**From EasyPC Training**

- [Free Introduction to Computer courses](#)
- [Store & Share with SkyDrive](#)
- [Organise your Notification Area](#)
- [Course Timetable](#)
- [Hints & Tips](#)
- [Test your Knowledge](#)

**In this issue:**

**EasyPC Training news**



**FREE Introduction to Computers course**

Enrol for a FREE [Intro to Computers](#) training course and only pay for the manual & CD (RRP \$45)!

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**



**Uploading documents, music and pictures to the internet**

Microsoft has a FREE website, SkyDrive, where you can upload, share, backup or access your files from anywhere.

For more information and instructions on how to set up your SkyDrive page, see [SkyDrive](#).

**Your PC**



**Organise your Notification Area**

Free up space in the bottom right corner of your computer screen

If you have lots of icons cluttering up the notification area of your computer screen, learn how to organise them [here](#).

**Course timetable**

**MYOB Day to day**

- 16 Apr

**Microsoft Excel**

- Advanced – 2 Apr
- Beginners – 6 Apr
- Intermediate – 21 Apr
- Beginners – 11 May
- Advanced – 21 May

**Microsoft Word**

- Beginners – 26 Mar
- Advanced – 1 Apr
- Beginners – 22 Apr
- Intermediate – 23 Apr
- Beginners – 14 May
- Advanced – 27 May

**Microsoft Outlook**

- Advanced – 25 Mar
- Beginners – 14 Apr
- Advanced – 19 May
- Beginners – 26 May

**Microsoft PowerPoint**

- Beginners – 9 Apr
- Beginners – 13 May
- Advanced – 13 May

**Intro to Computers**

- Windows XP – 8 Apr (see offer)
- Windows XP – 20 May (see offer)

**Microsoft Visio**

- Beginners – 30 Mar
- Beginners – 25 May

[Full listing and BOOKINGS >>](#)

## Small business



### Getting Value for Your Training Dollars

Find out how to make the most of your staff training budget.

How can companies be confident that money invested on improving employees' skills is working or that training programs generate a worthwhile ROI? [View article](#)

## Small business



### 7 Steps to Business Success

If you are about to start a new business, here are a few ideas to improve your chance of success

Starting your own business is a rewarding and challenging career option. However, be mindful that a high percentage of new businesses fail in their first three years of operation... [View article](#)

## Hints & tips



### MYOB Accounting

Save time when entering supplier bills, add a default expense account to your supplier card files:

1. Go to Card File > Cards List
2. Open a supplier card file
3. Go to the Buying Details tab
4. Select the required default expense account

## Hints & tips



### Microsoft Outlook 2007

Colour code your appointments to make them easier to identify on your calendar:

1. Open an appointment
2. Click on Categorize
3. Select required colour category
4. Click on Save & Close

## Test your knowledge

### Microsoft Word 2003

The shortcut key to Cut is...

Ctrl + C

Ctrl + X

Alt + C

The language options are found in the:

Format menu

Edit menu

Tools menu

Create a space after a paragraph by:

Pressing Enter twice

Setting paragraph spacing

Either of the above

Control numbering best by:

Applying styles

Formatting numbers

Type numbers manually

The best way to layout a page is:

Drawing tables

Creating a template

Set tab positions

When is it best to format text?

As you type document

After you have typed document

Either of the above

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