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*At **ComputerMaster** our training and consulting is about empowering you so that you can discover the secrets of using your computer efficiently and with confidence. We help you become the master of your computer."*

Jurgen Schmechel – software wizard



Dear Nicky,

How to get more done in less time?!

Welcome to our December newsletter where we supply you with useful information about your software and computer.

But before we start we want to thank you for all your wonderful support this year and we are looking forward to hearing from you about your successes.

All the best for a peaceful and relaxing Christmas with your family.

**Yours
Jurgen Schmechel**

This month topics:

- Mail merge with Outlook®
- Excel® - how to handle large data (part III)
- Shortcut of the month - Word
- Your Christmas gift from ComputerMaster™.

1. Use Microsoft Outlook® and Mailmerge as your CRM-tool?

Before Christmas we all want to send out personalised emails and messages. That's where the struggle with the software starts. But relax there is help at hand.

Last week we had a one-on-one training with one of our clients and the objective was to send out personalised emails to their database in Outlook. Do you know how to achieve this, Nicky?

There is actually a way to do this directly from Outlook, but using Excel is simpler. Please follow this quick step-by-step guide and it will be easy for you too:

What our clients say about us...



" Just want to let you know Tip 4 has revolutionised my inbox!
Thanks Jurgen"
Paul Jones – Magneto
P/L

"Jurgen, where were you 10 years ago?"

Thanks for the Microsoft Office tip today. I could have literally saved hundreds of hours of time in the last 10 years while creating proposals. I can't get that wasted time back but at least I now have a true time saver."
Damian Noonan
Vitecomm P/L

"I attended Jurgen's workshop on how to save time using your computers including learning a better way to handle your emails.

As a Small Business Owner, time is money, and the more time spent working on the business rather than fiddling around with spread-sheets, computers and emails the better."
Michelle Hudson
The Loan Lady

1. Export all your contact data to Excel
2. Use Word to write your email
3. Choose [Tools] - [Letters and mailing] - [MailMerge] which opens a 6 step wizard appearing at the right hand side of the screen.
4. Insert the field NAME wherever it is appropriate using this little icon in the toolbar... 
5. Finalise and save your document
6. The final trick is to use this unique icon  to create the mail-merge
7. Insert a subject line and start merging.
8. Attention: please test this first with one or two records before you send out heaps.

And you want to make sure that your Outlook-System is set to manual send and receive – so that all outgoing messages and kept in the outbox-folder before you actually send them. This works as a safety net.

2. How to handle large data in Excel® - Part III

Excel is not just a fantastic tool to calculate it also allows you to deal with a large amount of data in a perfect way.

There are some basic tips and techniques you should know when handling large data with Excel. We have covered **Sort** in [October](#) and **AutoFilter** in [November](#) - this time we concentrate on **Pivot table**.

Did you know Excel has a powerful analytic tool Nicky? Imagine you had a spreadsheet with all your customers information in Australia. But you were looking for the number of businesses and their turnover from a particular suburb or postcode. You can use the **Pivot Table** function to perform a powerful analysis which presents all your customers and the sum of their turnover according to your criteria.

To start the Pivot Table all you have to do is to select all the cells in your data and choose the menu **[Data]-[PivotTable]**. This starts a wizard – and the simplest and easiest way is to click on [Finish] at this point. Excel then inserts a new sheet into your workbook with the skeleton for the pivot-analysis. The rest is up to you and your requirements in analysing your data. We are happy to support you in getting your data analysed and structured in the way you want it.

Different to [Sort](#) and [Autofilter](#) you have to select all the data first before you start to use the Pivot Table function. If later you have to change your data, or insert a new row or column, you simply click on the exclamation mark to actualise in the special Pivot-Table-Toolbar.

3. Shortcuts of the month

Do you want to learn more and increase your productivity by up to 30%?

Every time your hand leaves the keyboard and does a circular dance with the mouse, it interrupts your flow of typing, slowing you down. Therefore it is one of our main focus in our trainings to get you faster with your software.

For this month we want to concentrate on (keyboard) shortcuts in Microsoft® Word®

Shift + Ctrl + C Copies the format of the selected text (incl. colour, font, size, style etc.)

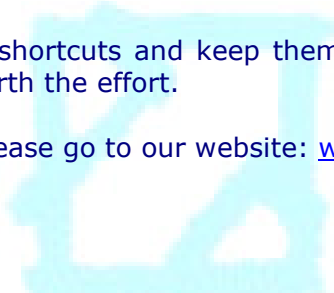
Shift + Ctrl + V Pastes (Applies) all(!) the formatting to the selected text.
You can repeat this as long as you want for the whole text, until you've chosen a new "Copy Format"

Please try this one out – we know how powerful this simple trick is, because it could save you hours in formatting a long text. Have fun with it – it's easy!

Interestingly enough Ctrl+Shift+C is completely separated from Ctrl+C. That means whatever you copy by using Ctrl+C does not affect the format you will insert with the next Ctrl+Shift+V.

You might as well print these shortcuts and keep them close to your keyboard to learn one shortcut at a time. It is worth the effort.

For more powerful shortcuts please go to our website: www.computermaster.com.au



4. Your Christmas present a sneak-preview of MasterYourInbox™

Get more done in less time! Conquer your email overload from today on!

Nicky how many new emails do you get per day – more than 30?
How many emails do you have in your inbox – more than 100 messages?
How much time per day do you spend on emails alone – more than 90 minutes?

We want to say Thank You Nicky for your support in 2006 by presenting you with a free sneak-preview to the unique e-course Master Your Inbox. You learn at the convenience of your PC – no book to read, no course to attend no software to install.

With this free preview you will receive seven of the sixty expert tips – which alone will save you time each day – guaranteed.

To receive your gift, simply click on the [present box](#) and enrol...



5. Summary

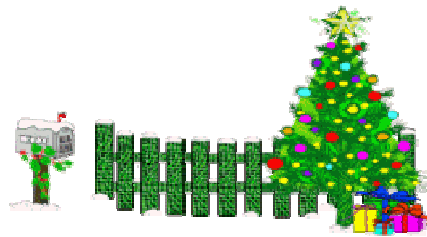
To repeat the main points from this newsletter:

- Personalised emails with your Outlook data – step by step
- Learn the fun of handling large data in Excel

- Become more powerful in Word® with keyboard shortcuts
- Master Your Inbox™ – your Christmas gift.

I am looking forward to hearing from you.
Thanks for your feedback.
And remember to give yourself a top day!

Merry Christmas,
Jurgen Schmechel
Software Wizard



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