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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 Rebecca,

how to get more done in less time?!

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

This month topics:

- International Speaker at SWAP – **act today**
- Is Outlook® a CRM tool?
- Excel® - how to handle large data (part II)
- Shortcut of the month - PowerPoint
- 5 reasons why you should update to Vista®
- Start to MasterYourInbox™ today.

1. Don't miss John Shackelton at City Business SWAP.

Raising your game – 2nd November (Book here)

We know that this might not exactly be the topic you've expected in this month newsletter. But we've put it at first place, because you have to act right now to secure your seat and breakfast at this fantastic presentation.

I've seen **John Shackelton** last month in New Zealand and he is a first class presenter and entertainer. The investment is two hours of your time and just \$40. The return on investment is sure to amount to a great deal more.

John will give you a complete skills toolbox supplying practical guidance on:

Attitude Control ♦ Improving Self esteem ♦ Client Psychology
Techniques ♦ Confidence for Closing Deals ♦ Correct Mental Focus ♦
Successful Goal setting ♦ Measuring Personal Performance ♦
Effective Action Plans

What our clients say about us...

"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

2. Is Microsoft Outlook® useful as a CRM-tool?

Everybody does it - everybody needs it: Customer Relationship Management (CRM) is one main key to successful business

Last month one of our clients called us and asked the very common question *"Can I use Outlook as a CRM-system? Or do I have to buy another tool and let someone design my own CRM-program?"*

The answer is very simple: it depends on the size of your database and the level of sophistication you want to achieve. And here is the first question we are always feeding back to our clients: *"What do you really want to achieve with your CRM-tool?"* **Remember:** if it doesn't work on paper it won't work on the computer.

In this case we are saving our client a five digit number by training them in using Outlook best and keeping Outlook as their easy CRM-tool.

In every CRM-system you only get out as much information as you are willing to put into it in the first place.

If for instance you want to keep track of all your appointments with one particular client you have to enter all these dates and times and connect them to the client. Very simple and easy done in Outlook.

If you want to keep track of all phone calls you had with one client, you have to take the time and put in the date and time and the subject and even some major points of the conversation. Easy done with Outlook.

Because Outlook has all the facilities of contacts, calendar and task at your fingertips you then have to connect them to the right contact – which is only a few mouse-clicks away.

Rebecca if you want your CRM-system run with German precision you have to talk to us first. And we will support you too in achieving your goals.

3. How to handle large data in Excel® - Part II

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's newsletter and concentrate on **AutoFilter** this time. **Pivot** table will be the topic in the next issue.

Did you know Excel has a powerful search? Rebecca, imagine you had a spreadsheet with all your customers information in Australia. But you were looking for a particular business in a particular suburb or postcode. You can use the **AutoFilter** function to perform a powerful search which presents a list of customers that fit your criteria.

You switch on the auto-filter in the menu **[Data]-[Filter]-[AutoFilter]**. Excel then changes each column header into a drop-down-list where you can select the entry to filter for.

Please take care not to leave an **empty column** with a blank column header, because that means your AutoFilter will effect only half of the columns. Also you want to make sure that there is no **blank row** in your table – otherwise the filtering will only effect the upper half of your data.

In case you are going to **add** another column to your data-table that new column will not have the AutoFilter in the heading – anyway if you **insert** a column it works.

After you have filtered your data and want to go back to see the whole data-table you simply choose [ShowAll] from the menu [Data] [Filter]

As a final note, please do not forget to **Freeze Panes** so that you can scroll through your entire list of data without loosing the column or row header.

4. 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® PowerPoint®

Ctrl + M	Inserts a new slide
Function Key [F5]	Starts the slideshow from the beginning, very useful for a quick review
Ctrl + F	Starts the find-menu

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

5. Microsoft® Vista®

5 reasons why you should upgrade to Vista® and Office 2007®!

Early in 2007 one of the greatest software updates will take place. Microsoft® has announced to launch then their newest operating system for Windows-PC called Vista. Together with Vista the new Office 2007® will be available too – incorporating all the new features Vista is offering.

Here are 5 reasons why you too should use the latest developments from Microsoft®.

- search directly from the Start-menu for a file or within nearly every program
- customise the way your files will be presented to you
- tag files with different keywords, so that you trigger that file not only by name and location on your hard drive but also (or mainly) by using the attached keywords
- Experience the best integration of all Office tools into one program
- Get the latest tools which are making Outlook 2007 the best

So how could you prepare yourself today? When you are going to buy a new

computer or laptop in the next months, make sure it is capable of running Vista and Office 2007.

Please check our [August newsletter](#) to find the minimum requirements for these computers.

6. MasterYourInbox™

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

Rebecca you must enrol yourself into this cutting edge email-course to discover the hidden features in Outlook email. With this e-course you will get 60 tips over the next six weeks. You need just 10 seconds per day to browse through the two daily tips and take them on straight away.



In just 30 messages this e-course will revolutionise the way you work with email. Here, for the first time, is a quick and proven way to slash your time spent at the computer. There are no lectures to attend or online tutorials.

Please check out our website www.ComputerMaster.com.au and enrol today. For just AU\$ 67.00 (1\$ per tip) you eventually will have control over your inbox.

7. Summary

To repeat the main points from this newsletter:

- Act today and [register](#) for John Shackelton's presentation at City SWAP
- Learn more about how to use Outlook as your CRM-tool
- Learn the fun of handling large data in Excel
- Become more powerful in PowerPoint with keyboard shortcuts
- 5 reasons to upgrade to Microsoft Vista in 2007
- Master Your Inbox™ – [start](#) the email-course today

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

Best regards,
Jurgen Schmechel
Software Wizard

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Thanks for your feedback and encouragement.

