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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 Julie,

how to get more done in less time?!

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

This month topics:

- Limits of Outlook – how big is big?
- Excel® - how to handle large data (Part I)
- Shortcut of the month
- New product – "Master Your Inbox"
- The chance of winning a shirt and tie from Herringbone (total value AU\$ 285.00)

1. How big is big – the limits of Outlook.

**Is your Outlook system slowing you down?**

Last month I've received an urgent email from one of my clients. He was experiencing extreme difficulties in Outlook *"Opening outlook each day takes ages, and usually crashes 1-5 times. Jurgen can you please help me?!"*

When we analysed his issue further, we found out that this particular Outlook file was 1.5GB big. No wonder that it took ages to open and that it crashed up to 5 times a day. He had over 20,000 emails in his system.

Does this sound familiar? Does your Outlook system work with German precision? Do you know, how big your Outlook file is? \*Just follow this link to our website to find the [Outlook file on your system](#) article. (Watch out for the title "Make your Backup even more valuable").

Our recommendation to you is: keep the Outlook file smaller than 200MB for optimal performance. And this is the best way to keep your Outlook system slim and trim: be decisive and ruthless, delete old newsletters, delete old emails, archive those you can't delete, save attachments on your hard drive and delete the email.

**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

If you want to learn more about Outlook or Outlook Express check out our special offers for [training and workshops](#) in the realm of Outlook.

## 2. How to handle large data in Excel®.

**Excel is not just a fantastic tool for calculations and modelling it also allows you to deal with a large amount of data in a easy and efficient way.**

There are some basic tips and techniques you should know when handling large data with Excel. We will cover **Sort** in this newsletter and leave the **AutoFilter** and **Pivot Tables** for the next two issues.

For sorting your data first of all you must make sure that the first line is used as column header and therefore each cell in this line must be filled for every column in your table.

Please take care not to leave an empty column with a blank column header, because that will cause big trouble when you start to sort your list. (A client of mine did this once and out of the 1,300 letters only 18 reached their proper addressees).

With the sorting you can determine three sort keys which are working cascading. That means when you are sorting for the column labelled i.e. "Town" first, all data from Sydney are together and all from Brisbane. In case you have selected a second sort-key based on the column "Zip-code" than the data within Sydney are sorted by Zip-code and the data within Brisbane as well.

In case the original order and sequence of your data is important to you then you should insert a column for an unique number and call this column "ser-num". With this column and unique numbers you can have your original sorting back in no time.

You do not always need to use the menu [Data] [Sort] to start the sorting you can also click on the icons in your toolbar. 

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

## 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 three powerful (keyboard) shortcuts in Microsoft® Outlook and Outlook Express®

Ctrl + N	Starts a new message
Function-key F7	Starts the spell check
ALT + S	Sends the message

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 Julie.

We have created a 4 hour training for Outlook users where we train you especially to use these and a lot more keyboard shortcuts. This training is challenging for those of you, who wants to become a master of their inbox – and it's lots of fun.

Just give us a call (on 0415 509 275) and we will empower you too.  
And for more useful shortcuts please go to our website:  
[www.computermaster.com.au](http://www.computermaster.com.au)

#### 4. ComputerMaster has launched a new product

**Get more done in less time!**

**Now you can help yourself conquer email overload!**



Enrol yourself into the cutting edge email-course on discovering the features in Outlook and Outlook Express. You will receive 30 emails over the next six weeks – each with two pinpoint tips. You need just 10 seconds per day to browse through these tips and decide to take them on board or discard.

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 boring tutorials. In fact, we want you to spend less time on the computer and more time having fun.

For more information please check out our special website [www.MasterYourInbox.com](http://www.MasterYourInbox.com) or go to [www.ComputerMaster.com.au](http://www.ComputerMaster.com.au).

For just AU\$ 37.00 you finally can have control over your inbox. Enrol yourself today.

(If you want to promote this fantastic product through your website and become an affiliate, please send us an [email](mailto:) and we sign you in for our affiliate program)

#### 5. Win a shirt and tie from our friends from Herringbone

**Special offer to all readers of this newsletter!**

Last month we received a call from our friend John Mutton from Herringbone, Sydney. He said, *"I love your newsletter and I am happy to sponsor a shirt and tie from Herringbone as an incentive to spread your newsletter even further."*

We thought, what a great idea - so here is the deal

- you send us five new names and email-addresses of people you know and who are interested in learning more about their computer and software
- please make sure to stay in line with the privacy laws, so please double check that your colleagues, clients or friends really want to receive this newsletter
- this offer is limited to the 15<sup>th</sup> October 2006
- everyone who provide us with five genuine email-addresses will go into the draw and the winner will receive a voucher for a Herringbone shirt and tie (total value of AU\$ 285)
- We will inform the winner by email on the 18<sup>th</sup> October 2006 and disclose the name in our next newsletter. Good luck!

Thanks again to John for his great idea and you might as well want to check out what [Herringbone](#) has to offer in the upcoming Summer edition.

## 6. Summary

To repeat the main points from this newsletter:

- Check the size of your Outlook system before it falters
- Learn the fun of handling large data in Excel
- Become more powerful in Outlook / Express with keyboard shortcuts
- Master Your Inbox – get more done in less time
- Send us five names and email-addresses to win a shirt and tie from Herringbone

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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