



Newsletter

February 2011

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Unlock the power of the Quick Access Toolbar

Learn how to configure the Quick Access Toolbar in Microsoft Office with this great article [Unlock the power of the Quick Access Toolbar](#) by Fred Langa from Windows Secrets.

Right away with Office 2007, I put the Print command on this toolbar as I did not like to have to go to the Office Button to print. I must admit, though, that I have not done much to this toolbar since. However I do typically minimize the Office Ribbon to provide more working space. I like the way it opens as soon as I click on a tab.

Dear Maria,

This month's newsletter has helpful hints about making the most of the Quick Access Toolbar in all Office products, how to use Workflows in SharePoint, and how to eliminate deleted items space in Outlook.

→ Why would you use Workflows in SharePoint?

Do you wonder exactly what a SharePoint Workflow is? How do they work and how can you implement them to improve existing business processes? This whitepaper [How to Use Workflows in SharePoint](#) looks at the existing predefined workflows that come with SharePoint. It also demonstrates how to create your own workflow using the SharePoint Designer.

Of course if you need expert assistance designing, creating or implementing your workflow idea, Barnes Business Solutions is here to help. Just give us a call at 630-715-4452 or email [Maria Barnes](#) to get started!

→ How to eliminate deleted item space in Outlook

When you delete items in Outlook (even from the Deleted Items folder), the messages disappear but the space is not released. Once your mail folder size reaches 2 gigabytes, performance can really drag. Learn how to eliminate this deleted item space in our latest How To Tip: [How to compact PST and OST files to eliminate deleted item space in Outlook®](#).

No matter where in the country you are reading this newsletter from, you probably have piles of snow around your driveway or office building! I am enjoying a bit of respite this week after several marathon snow blowing sessions following last week's 2011 blizzard. Somehow my husband managed to be out of town and my son was ill with a nasty cold so I got plenty of exercise.

If you have the good fortune to be reading this newsletter from some place really warm - like the Bahamas - make sure to write and let me know. Perhaps it will make me FEEL warmer!

Sincerely,

Maria Barnes
Barnes Business Solutions, Inc