



Newsletter

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A free ebook "First Look: Office 2010"

Download a free ebook from Microsoft Press [First Look: Office 2010](#) by Katherine Murray introducing you to the changes coming in Office 2010 and showing you how you can make the most of the new features to fit the way you work today.

The book focuses on each of the Office 2010 applications in turn, spotlighting the key new features and showing how

Dear Maria,

This month highlights a free ebook offering a first look at Office 2010, tips and tricks for Outlook 2007, revised Email etiquette for wireless devices, and a cautious go ahead to put on Service Pack 2 for Office 2007!

→ Microsoft® Outlook 2007: tips and tricks

In this free online class from HP Learning center [Microsoft Outlook 2007: tips and tricks](#) learn tips for managing your inbox using file folders and email file archiving solutions. Become familiar with different available views and how they can help you organize your time. Learn how to give your emails a more professional edge.

Even though I have been using Outlook 2007 for almost three years now I found one helpful hint in each of the four lessons. With all the time we spend looking at our email, anything we learn to help save time or become more organized can have a significant impact on our day!

I am a particular fan of clearing my inbox frequently. I make use of organizational folders within Outlook, compacted Archive folders, and colorized categories. I also make it a habit to save attachments to organized file system folders and delete the related emails. If needed I copy and paste the message text into Notes or Word files. It seems much easier to me, to find needed information in a folder organized by client and subject matter, than to search through endless emails.

If you need assistance automating adding events to your Outlook calendar or using Outlook contacts with your database, Barnes Business Solutions can help. Give us a call at 630-715-4452 or email [Maria Barnes](#).

→ E-Mail Etiquette for Wireless Devices: 7 Tips

While cleaning out my Newsletters To Read folder recently, I ran across a great article in the September newsletter from [Quality Systems Solutions](#), a computer networking provider in the NW suburbs. This article comes from the Microsoft Small Business Center and relates a new subset of e-mail etiquette for sending messages to and from wireless devices that have limited screen space.

While I do not yet check my e-mail from a wireless device, I have plans to do so soon. This article offers several helpful and painless ways to be more sensitive to your current

they relate to the whole.

I was please to see that they have replaced the round and colorful Microsoft Office Button in Office 2007 with a File tab at the far left side of the ribbon!

It also appears there are several exciting new features available for Access 2010! First, you can take a Web database into offline mode so that you can continue to work on the data as needed; the next time you connect to the Web, any changes you made to the offline data are automatically synchronized with the database on the server.

Secondly, they have formalized replacing the outdated data access pages which were removed in 2007 with the ability to gather data from email and web with InfoPath templates - it looks very exciting!

At this point the anticipated release date for Office 2010 is the first half of 2010. Stay tuned to future newsletters for updates.

e-mail readers. Thanks, Rick for passing along these tips! I thought my readers might benefit from them.

On another note, I wanted to let you know that I finally bit the bullet and put the Office 2007 Service Pack 2 on my main working computer. If you recall, several months ago I recommended waiting a little while because of initial problems with this service pack. Since there has been no recent media discussion about continuing issues, and it was getting annoying to skirt around the update recommendation, I decided to give it a try!

You will be relieved to hear that not only did I have no problems with the update, but it downloaded and installed surprisingly quickly. I did not even have to reboot! So at this point I am cautiously recommending that it is probably safe to proceed with the Service Pack update.

Now that the busy holiday season is behind us, hopefully you will have a quick chance to glance through some of the hints in this newsletter. I wish you the very best in the new year and look forward to continuing our relationship!

Sincerely,

Maria Barnes
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