



Newsletter

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Using Word 2007 Quick Parts

A very nice feature in Word 2007 is Quick Parts on the Insert tab of the ribbon. Incidentally, this is where you will now find Word Fields!

If you use a piece of text over and over in many letters (such as your name, title, and business name as a signature) you can now save this text as a Word 2007 Quick Part.

Simply type the text as

Dear Maria,

This month highlights Word 2007 Quick Parts, an introduction to Access 2007, available templates for Microsoft Access, and a reminder to backup your important data!

→ Microsoft® Access 2007: introduction

In this free online class from HP Learning center [Microsoft Access 2007: Introduction](#) learn how to create a simple database that includes tables, queries, and forms. Lesson 1 gives a good overview of the concepts of what a database is and what you use each of the object types for. Lesson 2 gives a reasonable layman's description of normalizing a database and using keys.

Many people think setting up a Microsoft Access database or even just their own query in an existing database is a daunting task. This class can give you some confidence to try some of these tasks on your own. Of course if you need assistance using the full capabilities of Microsoft Access, Barnes Business Solutions can help. We are Microsoft Certified Access Specialists. Give us a call at 630-715-4452 or email [Maria Barnes](#).

→ Available Microsoft Access Templates

Take a look at the wide variety of Microsoft Access Templates available at [Access 2007 Templates](#). These templates are organized by 5 different categories Business, Education, Personal, Sample, and Non-profit. Access Templates are a decent way to get a start on a new project and/or just get ideas for a different way of doing a task. In the business category there are several that take a different approach to the same general tasks so be sure to browse each applicable template briefly before you decide which to use!

There is also a good Office blog on Templates and Images at [News about free templates, clip art, images, and other downloads from Microsoft Office](#).

Finally, a reminder, that as you file your corporate taxes and/or prep your personal taxes, this is a great time to take a look at your computer backup policy! If you are not fortunate enough to have network personnel that take care of this for you every night, make sure you are taking care of this yourself. Automated systems are very reasonable and fairly easy to set up.

At a bare minimum, back the files you use frequently to a USB stick on a daily or as you use them basis, do a more complete backup periodically to a portable hard drive, and

you desire it to appear in a Word 2007 document. Then select the text, and choose Insert - Quick Part - Save Selection to Quick Part Gallery. You will have the opportunity to name your quick part. Choose a name that is easy to remember like "sig".

Then the next time you want to use this in a letter, type the name of your Quick Part and press the F3 key and the entire text will appear!

take a copy of your key financial and business records to an offsite location such as your home or a safety deposit box on a regular basis!

Sincerely,

Maria Barnes
Barnes Business Solutions, Inc