



Newsletter

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In This Issue

[Service Pack 1 for Windows 7 released](#)

[Information about Windows 7 Libraries](#)

[How to customize the Office 2010 Ribbon](#)

Quick Links

[Register Now](#)

[How To Tips](#)

[More About Us](#)



Service Pack 1 for Windows 7 released

On February 22nd Microsoft released Service Pack 1 for Windows 7. For single PC users it is best to download this through your normal Windows Update. Make sure to BACKUP your PC/files before updating.

Click here for [release notes on Windows 7 SP1](#). You will notice that there have been a few reported problems with installation. Most people, however, are having no

Dear Maria,

This month's newsletter highlights the recent Windows 7 SP1 release, information about Windows 7 Libraries, and how to customize the Office 2010 ribbon.

→ Information about Windows 7 Libraries

Although I have been using Windows 7 for over a year now, I have not given much thought to the Libraries that are listed on the left side of the Computer window. Frankly I thought Microsoft had just renamed Documents to Libraries. It turns out, however, that there is quite a bit more to the Library concept. There is a video demo on [Organizing with Windows Libraries](#) available from Microsoft Technet.

It explains that the Documents Library, for example, is made up of one or more folders. The default is two folders: My Documents, and Public Documents. You can add other document folders to this library even folders from an external or network drive. What is even handier is that you can Search across all the folders in one library at the same time!

→ How to customize the Office 2010 Ribbon

Office 2007 brought the much debated Ribbon with a definite learning curve for finding the tools you were used to using. Fortunately Office 2010's ribbon changes are minimal. Microsoft even put back the File menu in the form of a File tab instead of the dreaded Office button!

I myself loved the ribbon once I got past the first month's learning curve. The Office 2007 ribbon WAS customizable but the customization interface was through outside tools and not very user friendly. With Office 2010 customization is built right into your Office products. Learn how to change the ribbon in our latest How To Tip: [How to Customize the Office® 2010 Ribbon](#).

If you are the type of person who wants quick access to a reasonably small set of tools, creating your own Ribbon Tab with the tools you use most might end up saving you a lot of time!

This past month I finally installed Office 2010 on the computer I use most often, and I must say the learning curve for this version is MUCH lower! Outlook has the steepest curve since this is the first time it is using the ribbon. So far so good. No major problems.

There is one feature I REALLY like - my Business Contact Manager contacts can

difficulties.

To evaluate how soon you need to install this update, you might want to browse the [notable changes document available here from Microsoft](#). My personal opinion is that the changes are very minimal (a good attestation to the quality of the initial release actually) and that you do not need to be in a huge hurry to install this update.

finally be easily used via my mobile phone! There is a BCM section on the File tab and an option that allows you to Synchronize your BCM contacts with your Outlook contacts. Then my Blackberry desktop manager can synchronize Outlook and my phone. The only real problem at this point is there is no separation for my personal and business contacts. Still, I think it is 3 steps forward to the 1 step back!

If you have installed Office 2010, let me know what your favorite (or least favorite) feature is by emailing me at mbarnes@BarnesBusinessSolutions.com.

Sincerely,

Maria Barnes
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