

## Our YouTube channel has had a refresh!



“Wait, what? You have a YouTube Channel?”

If this is the first thing that crosses your mind when you read the heading above, we wouldn't blame you! If we're honest it is a newer addition for the company and so we are still getting the word out about it!

Some of the hints and tips that we have on our website contain videos and we typically would 'store' them on YouTube as it is easier for then putting them in the post. As they built up we decided to do more with them and start putting them in playlists and in an order than would make sense and be useful to watch through in.

We've also changed the design up a bit so that hopefully all together it looks a bit smarter and more interesting!

If you haven't subscribed yet, why not pop on over and [subscribe via here](#) or go onto our website, hover over the 'Hints and Tips' heading and the option for the channel will appear for you to click on.

If there are any areas in any of the packages that you'd like to see as a hint and tip video, then [please let us know!](#)

“Thank you for the WebEx training over the two days. As always with you, I learned so much. After the PowerPoint, I was so proud of what we achieved, that I made my family watch my presentation – with the transitions and animation. So thank you! With Excel, I always feel I need to know more and your training leaves me feeling so much more confident. The online sessions were brilliant! Thank you!”.

- Christine, attended Webex sessions in Excel and PowerPoint

### New 'Basics' hints and tips

This year Rachel has started a new 'theme' of hints and tips this year covering the basics in a number of packages. So far she has included some hints and tips on Excel, Word, Publisher and PowerPoint!

If you haven't had the chance to check them out then pop on over to the website and let us know what you think!

This theme will also continue into next year, if there are any basic topics you would like to see then [let us know.](#)



### New 'function' news - FILTER

This new function allows single or multiple criteria filtering of a list of data and sowing the results on the same sheet. Its also live if you add to the data list and change the selection of your filtering.

An example is found in the spreadsheet [New Filter Function](#) (the hyperlink allows you to open the spreadsheet on your computer, if you would rather us email it to you then please get in touch).

Let us know what you think.

### Thank you ☺

Finally, can we take the opportunity to thank you once again for your custom and if you haven't seen us for a while please do get in touch.

### Hint and tip of the newsletter...

We have a large selection of hints and tips on our website in lots of the Microsoft Office. In each newsletter we want to bring a different hint and tip to your attention and this month's is on replicating spreadsheets in Excel.

Now this is a very simple hint and tip, but recently on a course we had a lady who said that it would literally save her hours of work and wished she had known it earlier!

To use this, right hand click on the sheet you want to create a copy of and select the 'more or copy' option. From here tick the 'create a copy' option and then click OK. It is as simple as that! You will now have an exact copy of the spreadsheet you chose, from here you can delete the data in it so it is ready to be used.

This hint and tip can save you hours of time each month from having to recreate spreadsheet layouts, why not give it a go?

