



# that's correct

The latest in Smart IT Solutions by The Smart IT Company

January 2009

## Off The Press:

**Correct Solutions  
Tablet Night  
21 January 2009  
4 - 7 pm**

Have you ever considered a Tablet PC, or just wondered what all the fuss is about? Here is your opportunity to get some hands-on experience!

Join us at our new office for drinks and nibbles and take a look at Tablet PC offerings from HP, Toshiba & Lenovo.

Call our office now for more details and to register your interest in attending!

Correct Solutions can assist with all your IT needs; from hardware to licensing, system design and practical advice, we are here to help.

Call our office today to discuss your IT requirements.

## Contact Us!

Email:

[info@correct.com.au](mailto:info@correct.com.au)

Or visit us on the web:

[www.correct.com.au](http://www.correct.com.au)

T: (02) 8831 8200  
F: (02) 8831 8299

## Our Offices:

Castle Hill  
Unit 3,  
7 Anella Avenue  
Castle Hill NSW

Narellan  
Suite 1,  
320 Camden  
Valley Way  
Narellan NSW 2567

## This month...

- We kick off a series on Virtualisation that aims to demystify the concept, explore the benefits and risks and outline your options for implementing this technology...
- Striving to excel - at Excel? We look at this powerful program and how it can be used to improve your productivity.
- Team Member Profile; introducing the latest addition to the Correct Solutions' family - meet David Wales.

**Questions? Comments? We value your feedback!**

**Call us (02) 8831 8200 to discuss any matter further...**

## Virtualisation - What is it?

Virtualisation could be the hottest topic of 2009, and it's only January.

So what is Virtualisation and what can it do for your business? This is the first in a series of articles in which we will explain in plain English terms just what it is and how it can be used in your business.

Virtualisation can seem like a magical, mystical concept. At its core however, it is simply a technical way of describing the sharing of computer resources across more than one single purpose.

Traditionally, computer hardware is used to host one single Operating System (OS), upon which applications (APPS) are installed. Think of your Desktop PC. You have one set of hardware, one Operating System (Windows) and then your applications (Microsoft Office, Adobe, printers, games etc).

The Virtualisation Model allows the utilisation of one set of

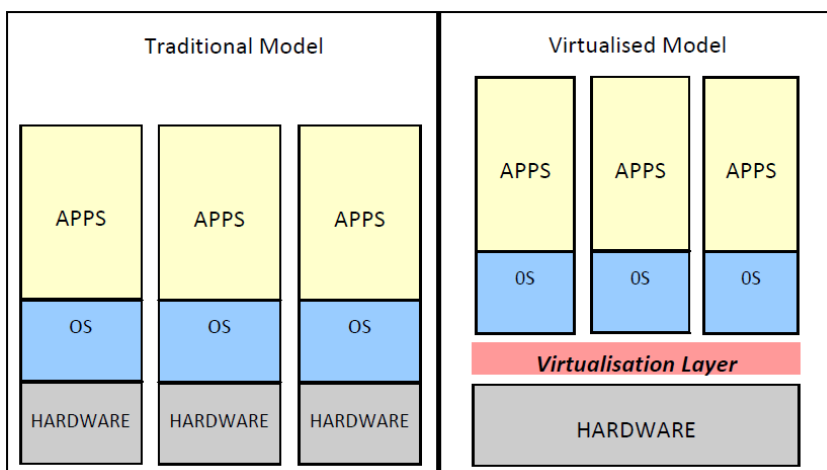
hardware to provide multiple Operating Systems with the resources they need to function. Each OS is completely independent of the other instances. So, if your PC was virtualised, you would have one set of hardware and multiple instances of Windows, each running independently of the others. Commonly, Virtualisation is used to build Servers.

So what does this mean to you as a business owner? Well in these tight times, Virtualisation

gives us the ability to supply you with one physical server and have it perform the job of multiple servers, therefore saving on the cost of hardware investment.

There are a number of other benefits as well, which we will go into in the next article.

*If you can't wait for the next installment and need to know more now, call us on 02 8831 8200 to discuss your requirements.*



Adding a "Virtualisation Layer" to computer hardware enables one physical server or desktop perform the job of multiple machines.



## Valentine's Day Special!

The perfect gift for your loved one's beside table: This 10.4" Digital Picture Frame supports JPEG, MP3 & AVI - plays slideshows with background music, stores up to 1200 pictures. With a built in alarm clock and calendar you can wake them up to your smiling face every morning - even when you're away on business!

RRP \$419.95 Inc - Purchase before the 6th February 2009 at the special price of \$335.00 Inc GST and receive a \$50 Fresh Flower Gift Voucher to spend at Daisy Chain Florist Castle Hill!

*Daisy Chain's Terms & Conditions regarding delivery apply*



## The latest in Smart IT Solutions by The Smart IT Company

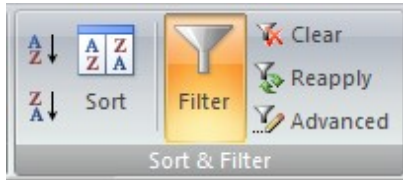
### Striving to Excel

Used well, Microsoft Excel can be an extremely useful tool. It contains a multitude of goodies; too many to cover in one article! If you are new to Excel 2007 or wish to delve further into it, check out the [Microsoft Office Online tutorials](#). These are a great self-paced way to get up to speed. Point your co-workers or staff members here and reap the productivity gains; after all, the more you know about an application the better you can put it to use.

But we're not going to let you wander off into the online woods just yet. Here are a few little things we find cool, funky or just downright useful.

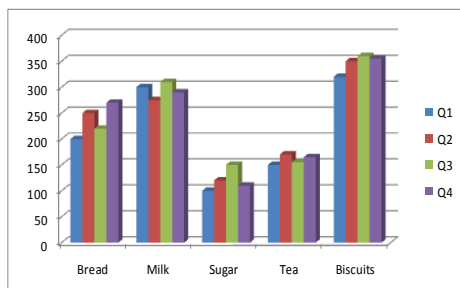
#### Filters

[Auto Filters](#) turn a simple list or table into an easy source of information. To turn on your filter, place your cursor on a cell in the table header, go to the Data tab on the ribbon and select Filter. This



will allow you to very quickly group and view information based on what you choose to filter in or out of the list. Unlike sorting, filtering does not rearrange a range. Filtering temporarily hides rows you do not want displayed.

#### PivotTables & Charts



Creating a [PivotTable](#) will give you even greater flexibility in filtering and displaying the data held in complex lists and tables, so that you can quickly read and analyse the information contained within them. Rather than scrolling through multitudes of rows and columns, PivotTables will sort, group, filter and tally for you.

[Charts](#) on the other hand display information in graphical format to help you explore the relationships between data.

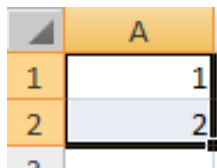
#### Goal Seek

This handy feature allows you tell a formula what you want the answer to be and makes Excel work out the variables required to get it. [Goal Seek](#) works by adjusting the figures within your formula to provide the desired outcome.

#### Fill Handle

Instead of manually typing sequences, type the first few values of the sequence (eg serial numbers, dates, counters) and select those cells.

See the little black square at the lower right corner? That's the [Fill handle](#). Drag it in the desired direction to automatically fill adjacent cells.



#### Comments

Right clicking on a cell will (among other things) enable you to insert a comment. This can be a useful way of including instructions or information that otherwise does not fit into the column or row headings and would clutter your table if you tried. To add a little flair to the comments you can change their shape or even add pictures. [Formatting comments](#) is more fun than functional, but can certainly make your spreadsheet entertaining to create and read!

If you haven't upgraded to Microsoft Excel 2007 and would like to discuss doing so, contact us to explore your options.

#### Contact the editor for more information

Would you like to subscribe or unsubscribe? If you wish to find out more about any of our stories or you have feedback regarding our Newsletter, you can email

**Melissa Richardson**  
[mrichardson@correct.com.au](mailto:mrichardson@correct.com.au)

**We would love the opportunity to discuss your IT requirements further.**  
Please call on (02) 8831 8200

### Team Member Profile



**David Wales - Service Manager**

David joined Correct in December as our Service Manager. This a new role for Correct with the view to streamlining our support processes and improving communication between ourselves and our clients.

Previously, David spent 10 years as the IT Manager for a large printing company and was responsible for a network of 250 users and 25 servers across 12 sites. Before that he had a number of technical positions in his 14 year tenure at Digital Equipment Corporation. David started his career as a Service Department technician for Dick Smith Electronics.

Since a very young age David had a keen interest in electronics. This developed into an interest in computers in the late '70s when the first "build it yourself" computers appeared. Then in the early '80s we saw the start of the PC revolution and David happily went along for the ride .... and is still riding!!!

Outside of work, computers and electronics are still major interests for David although not totally to the exclusion of his wife and two children. Other interests are keeping his garden looking good and spending time out on the water on his recently purchased first boat. At this stage there are no computers on the boat but he is working on it.

Please feel free to contact David if you have any questions or concerns regarding the support and servicing of your computers and networks.