



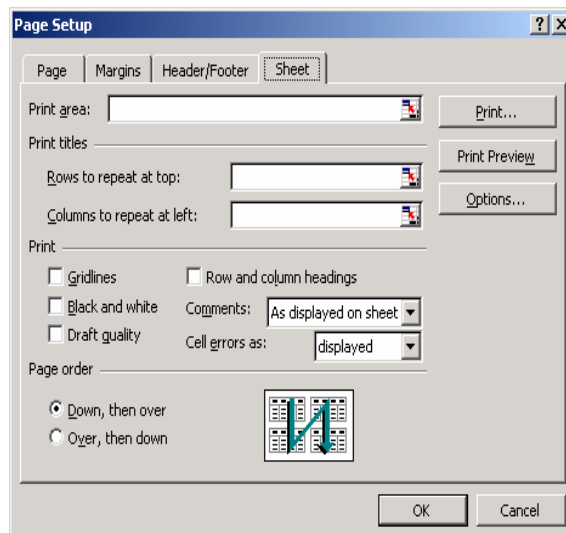
Top Tips Newsletter December 2008

Printing Comments on Excel Spreadsheets

If you want to print the comments in place on your Excel worksheet, firstly display the comment you want to print by right clicking it and selecting **'show comment'**. Alternatively, to display all comments select the **'view'** toolbar and click **'comments'**.

You can move and resize any overlapping comments as necessary by clicking on the box and then click and dragging any of the circles in the frame to the required size.

To print, select the **'file'** menu and click **'page setup'** then **'sheet'**. Using the drop down box next to comments you can print **'as displayed on sheet'** or **'at end of sheet'**.



Case Study

Decored is the leading designer and supplier of natural mother of pearl for wall and surface coverings and Desiree, the Director, contacted **The Cotswold VA** with a request to look after her telephone calls and emails whilst she was on a trip to her production plant in the Philippines. The time difference meant that she couldn't respond to customer enquiries quickly and so she asked us to provide an answering service for customers using her mobile. She also gave us remote access to her emails so we could handle any routine or urgent enquiries whilst she was away.

This service was a pilot for **The Cotswold VA**. It worked well for both parties and was repeated a few months later. Desiree said "I was very impressed by how quickly Kathy picked up what my business is all about and by how easy it was to pass over the handling of customer enquiries to her. I was able to go abroad knowing that my clients were being dealt with professionally, allowing me to concentrate on my overseas contacts."

For more information on Decored, visit their website at www.decored.com.

Look out for more tips in the February 2009 Newsletter.

Please note these tips have been tested out on Windows 2000 and XP.