



## Top Tips Newsletter November 2009

### Hyperlinks in Documents

As well as being a useful tool on the internet, hyperlinks can be a really effective way of navigating around long documents, especially if it is a book or has a contents page, as this will allow readers to skip to the section they want to read rather than having to scroll through the whole file.

To move to another part of the same document, highlight a word or block of text and then go to the **Insert Menu** and click on **Bookmark**. Give the bookmark a name, then go back and highlight the word or words you want to link to it. Right click and select **hyperlink** then click the **bookmark** button and select the bookmark from the list.

### Repeating a Heading in Excel

If you would like your document header to appear on each new page of your spreadsheet, first go to your toolbar and select **File** and then **Page set up**. Click on the **Sheet** tab and click the white box next to **Rows to repeat at top**. Then click on the row(s) you want to repeat and click **ok**. Your header will now automatically appear on each new page.

### Case Study

Jo is the Director of Co-operative Futures, one of the leading social enterprise development agencies in the area and she is also the Chair of Co-operatives South East.

**The Cotswold VA** has supported Jo over the past six years in a variety of ways: providing regular administrative support at the office in Gloucester; organising regional seminars and conferences; carrying out research projects and acting as Business and Communications Manager for the Co-operatives South East Board.

Jo said "Kathy's virtual PA service offers us everything that we would like about a top flight PA but that we didn't think we could afford. We'd be lost without her".

For more information, visit their website at [www.co-operativefutures.coop](http://www.co-operativefutures.coop).

**Look out for January's edition of Top Tips**  
Please note these tips have not been tested out on Vista.