



President's Remarks

Many of us have recently or are soon taking "spring break" vacations. Hopefully the Outlook tip in this newsletter will help make your next vacation a little easier.

This month we have included one tip for each of the major Office programs. Even if you wait until you get back from your vacation to read these tips - we hope you enjoy them!

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President
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Make vacation less stressful with Outlook's new features

Outlook has added on features to make taking vacation time more stress free. You can now block out calendar entries, automatically decline meeting requests, and set an automatic email response during your vacation time. To learn how to set up this feature see this [Office Blog entry](#).

April 2016 Excel updates

Microsoft has updated Get & Transform in Excel and the Power Query add-in. These updates are available as part of your Office 365 subscription. To learn how to get your update and more information about the power of this update see this [article](#). If you need help with this update or any Excel task contact [Barnes Business Solutions, Inc.](#) today.

Making the most of Microsoft Word

We are all familiar with Microsoft Word and many use it on a daily basis, but do you know all of Words features? There are many features that every day word users don't know about; including combining text, text boxes to help with layouts, AutoRecover, and Image layout features. Are you taking advantage of these easy to use options? Thank you to Rick Bahl of Quality Systems Solutions, Inc. for pointing me towards [this article](#) !

Access Lunchtime

Access Lunchtime is a virtual meeting held the last Tuesday of every month at 12 PM CST. This month's meeting is on Tuesday, April 26th and will cover "Automating Excel from Access". The topics for May and June are "Reporting tips and techniques" and "Ribbons in Microsoft Access" respectively. Please go to AccessUserGroups.org/lunch for more information or to register for the meetings.



