

# Using Technology

*Making Better Use of  
available software tools to be  
a more effective Supply  
Chain Manager*

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# Agenda

1. Critical Skills
2. Need to Know – Top 10
3. References
4. Samples, Examples & Demo

# Critical Skills

- Invest time to learn the tool
- Locate, read & shortcut HELP files, online forums, user groups
- Search Google for answers to specific problems - know
  - TIP: There is probably a YouTube demo of the function you are stuck on*
- Practice
  - TIP: Use the same software at home as you do at the office – more practice time*

# Search Preferences

1. Google or BING - pick one and use it
2. Set preferences = new page for results
3. IGNORE the advertisers & paid links
4. Learn to recognize useful URLs
5. Advanced Search filters, date, type
6. Image Search;
  1. looks like this...

# Searching Basics

- Keywords,
  - Boolean +/- to include/exclude words
  - “Phrases in quotes”
- Search by number
  - Phones, faxes, regulations,
- Search for samples and examples
  - Contract clause, forms templates, procedures
- Search for “errors” and “problems”
- Search specific web sites
  - Site:www.mltweb.com SOX

# Word – Top 10

1. Customize Quick Access Toolbar
2. Recheck Spelling – ignore caps?
3. Compare two documents
4. Clear formatting & format painter
5. Hidden text & Meta data
6. Scrap text
7. Auto save vs. recovery
8. Mail Merge
9. AutoCorrect
10. Save As PDF

# Outlook Top 10

1. Advanced search for messages
2. Delay sending messages
3. Personal folders to organize data
4. Rules to sort & filter incoming mail
5. Message footer
6. Message draft and templates
7. Drag & drop for tasks & meetings
8. Multiple time zones in calendar
9. Auto complete cleanup
10. Auto archive by folder

# Excel Top 10

1. Multiple Tabs, colors and tab names
2. Filtering
3. Sorting by multiple fields
4. Status bar for quick information
5. Pivot tables to analyze data
6. Pivot Charts
7. Auto sum, average, count
8. Formulas
9. Named Ranges
10. Ctrl+Shift+End to block

# Strategy

- Use unique folders for a special projects
- Use Outlook to store copies of all incoming and outgoing correspondence using separate personal folders
- Set up a desktop folder of commonly used text
- Use an Outlook template for multiple messages
- Send correspondence via mail distribution list of merge files

# References & Demo

➤ *PC Tips*

[www.mltweb.com/tools/PC/PC\\_Tips.htm](http://www.mltweb.com/tools/PC/PC_Tips.htm)

➤ *How I use Outlook*

[www.mltweb.com/tools/PC/how\\_i\\_use\\_outlook.pdf](http://www.mltweb.com/tools/PC/how_i_use_outlook.pdf)

➤ *Using Google*

[www.mltweb.com/tools/PC/searching\\_google.pdf](http://www.mltweb.com/tools/PC/searching_google.pdf)

➤ *Site:www.mltweb +Outlook / Word / Excel*

# DEMO

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