

## MTCI News & Events

### VoIP Seminar a Success

In March MTCI hosted over 20 companies at a seminar discussing Asterisk, the VoIP phone system that MTCI sells and supports. The breakfast meeting covered VoIP technology in general and the features and benefits of this system specifically.

To learn more about how Asterisk can benefit your business, please reach out to Guy Guckenberger at [guy@mtci.com](mailto:guy@mtci.com).

### Diana Kirwen

(pictured above) is a MTCI face you might not see very often so we're happy to feature her here. Diana has run the MTCI accounting department since 2007. You'll have the pleasure of working with her should you purchase an Asterisk phone system or have IT or cabling needs MTCI fulfills (which we hope you do!). Diana has been married to her husband, Pat, for 25 years. They have raised two children and will have their first grandchild (a girl) this fall!



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## The Next Generation: Microsoft Office 2010

### Microsoft has released Office 2010. What does this mean? What do I need to know?

This is the next generation of the widely used suite of business software products for office communications and presentations (Outlook, Word, Excel, PowerPoint, Access, OneNote). Office 2010 comes with other correlated product releases such as SharePoint 2010, Visio 2010, InfoPath 2010, etc. Currently available to system builders such as Dell and HP to sell pre-installed, expect this software for sale in all versions, licensing types, and venues in June 2010.

What excites us about the changes Microsoft is introducing? The number one impacting business application is Outlook which has been changed to display a more conversational view of email messages. Further, the conversation view, clean up and ignore in Outlook 2010 can remove duplicate information and act like a "mute button" for your inbox. With Outlook 2010 you can compress your long e-mail threads into a few conversations that can be categorized, filed, ignored, or cleaned up. The new Quick Steps feature let you perform multi-command tasks, such as reply and delete an e-mail in a single click, saving you time and inbox space.

What else is cool?

- Paste Preview – see a live preview before you commit to Paste and avoid the extra need to 'Undo' if you don't like the result.
- Video integration and editing within PowerPoint
- Additional graphics and image manipulation options in Word to help you create more stand-out documents.

- The Office Ribbon continues from the 2007 suite replacing what used to be a toolbar. The attempt is to intelligently provide the user with function-based groupings so that you do more with less.
- Ability to save Word, Excel and Powerpoint documents online for anywhere access and collaboration. Also, via Broadcast Slideshow you can present Powerpoint decks in places that don't have Powerpoint downloaded.

You can ramp up with on-demand training and an introduction of the new product features by the Backstage Menu (Office Button from 2007 is gone). The design of this Help section is dynamic, 'data driven' and consolidates product information into one location.

The MTCI department is available for consultations on this product and others (Windows & MAC support, Blackberry Enterprise Servers, cabling, etc.). If these features seem of value we can help you brainstorm the best way to implement them into your organization. Please contact **Guy Guckenberger** at (513) 755-3400 X121 to explore the next steps.



## Excel Tips & Tricks



Microsoft Excel isn't just an accountant's software. With a variety of functionality, Excel can help you evaluate large sums of data in an instant. The key though is using it efficiently and not frustrating yourself with "I'm sure it can do this... I just don't know how!"s. Here are a few of our favorite tricks in Excel:

### Format Painter



Where you can find it: Look in the center of the Standard toolbar in '03 or on the far right in the Home tab, Clipboard section of '07

What it does: Copies and applies the format of one cell to another. For example, if cell A1 has bold green font in Ariel you can use the Format Painter to make cell B1 have the same font size, color, and type.

How to use it: Highlight the cell who's format you want to copy. Click the Format Painter icon. Last, direct the paintbrush mouse pointer the cell you want to apply the painter to and click.

### Merge & Center

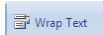


Where you can find it: It's in the Formatting toolbar of '03 or in the Home tab, Alignment section of '07

What it does: Joins the selected cells into one larger cell and centers the contents in the new cell.

How to use it: Click and highlight the cell range you want to merge. Click the Merge & Center button to create one new cell.

### Wrap Text



Where you can find it: If you're using MS '03 right click the cell and select "Format Cells". It's in the Alignment tab, Text Control section. In '07 It's in the Home tab, Alignment section.

What it does: Use this feature to make text "wrap" and fill a single cell versus overflowing into or, conversely, getting cut-off by the cell next to it

How to use it: Highlight the range of cells that has the information you want to apply wrapping format to. Click the Wrap Text button or right click Format Cells in '03

### Sort & Filter



Where you can find it: Only in Microsoft '07, look for it in the Home tab, Editing section

What it does: *Finally!* The ability to quickly and easily sort cells by a variety of means – values, font color, cell color, etc.

How to use it: Highlight the range of cells that has the information you want to sort. Click on the Sort & Filter button and choose "Custom Sort". In the sort on section choose how you want to sort and the order that you prefer to prioritize the data.

## In the Cincinnati Community

### International Butterfly Show

April 17-June 20 2010  
Krohn Conservatory  
Walk among hundreds of butterflies from across the world, all flying freely among exotic flora and cultural experiences to offer an impressive display that cannot be missed.

### Cincinnati Rollergrills vs. Milwaukee, WI

June 19, 2010, 7pm  
Cincinnati Gardens  
The Cincinnati Rollergrills is the area's first and foremost all-female, amateur, flat track roller derby team. The team is owned and operated by its skaters, about 50 women from around the region who represent a wide range of ages, backgrounds and occupations.

### The Amazing Portable Circus: The Balloon Story Show

June 23, 2010, noon  
Pyramid Hill Sculpture Park  
Children get to star as the characters in a story show where everything is made of balloons. Located in the Festival Pavilion Room.

### Paddlefest

June 24-26, 2010  
Coney Island  
[www.ohioriverway.org/paddlefest](http://www.ohioriverway.org/paddlefest)  
Paddlefest has grown into the largest on-water canoe and kayak festival in the Midwest and the largest in the entire country with over 1,800 paddlers attending from over 15 states ranging in age from 5 years to over 80.

## Employee Spotlight: Brian Hubers

Brian Hubers has been with MTCI since 1995- all but two years of the company's existence! Brian serves as Vice President of the company and it is part of his responsibility to make sure that our clients experience *exceptional* care from installation through the life of their service. We sat down with Brian to learn a bit more about him:

### What has been the most rewarding part of working at MTCI?

In my roles with MTCI over the years I have had the pleasure of being involved in so many parts of our business with much of my focus revolving around serving and solutions. It is rewarding to provide solutions to our clients, many of whom are now friends. I also have the opportunity to work with the vendors that support our business in finding the best solutions that directly affect the outstanding team here at MTCI.

### What kinds of changes have you seen over the years?

WOW – there have been so many changes in the last 16 years within the industry, with MTCI and the products and services we have to offer. One of the more recent changes here is the addition of MTCit and all that they bring to the table with regard to having a physical product, technicians who go on-site, and the new faces we've hired in the division. One thing that has not changed is MTCI's commitment to providing outstanding service to all our clients!

### What do you like to do outside of work?

My wife Tanya and I are blessed to have four wonderful and active children. We love to be involved with as much of their world as possible – from being in their classrooms to helping to coach their sports teams. This summer we are looking forward to a vacation in Wyoming to visit Yellowstone and Grand Teton National Parks.

