



Inside Office

Australian Edition
August 2005

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[Adding Office Online clip art to your documents](#)



Discover how easy it is to copy and paste clip art directly from the Office Online Clip Art and Media site into your Microsoft Office document.

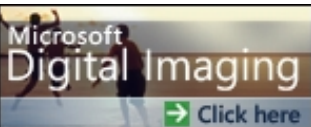
Hints & Tips

[5 tips for customising the way you work](#)

Columnist Stephanie Krieger shows how you can customise your computer - from toolbars to keyboard shortcuts - to save time and work more comfortably.

[Shhh! It's confidential](#)

Watch this demo and learn how to use BCC to keep message recipients confidential.



[Create masterpieces with Microsoft Digital Image Suite](#)

With Microsoft Digital Image Suite 10, customers can transform digital images into works of art. Colour and Exposure toolsets bring shots back into balance. Smart Erase removes unwanted parts of the picture. With a Digital Image Library for cataloguing, the option to burn images to CD or DVD and over 3,000 templates, the choices are limitless.

[Back-up data and sleep better at night](#)

Making sure your computer files are safely backed up gets harder and harder as your business grows. Burning files onto a CD will work if your data files are small (and is definitely better than doing nothing), but once your information flow hits a certain size, you need an easier option. A server can help you schedule daily back-ups in the middle of the night, so your systems aren't interrupted and nor is your sleep.

[Protect your data on the road](#)

Nothing sours a business trip faster than losing your data. It's not just bad for productivity it can also make you look unprofessional in front of clients or partners. There are plenty of ways to ensure that data loss doesn't happen to you - like making sure your PC and PDA are on the same page before leaving the office, and taking a high-capacity memory stick with you wherever you go. Read our five top tips for protecting your business information when you're out and about.

Clip Art and Media



[Browse more than 140,000 images and media clips that you can download and add to Office documents.](#)

- [Photos of flowers](#)
- [Technology](#)
- [Winter images](#)
- [People at work](#)

Templates



- [Accounting and Reporting](#)
- [Nature themes](#)
- [Business themes](#)
- [Sporting themes](#)
- [See more templates](#)
- [Send us your template suggestions](#)

Useful Links

Experience the Benefits of Genuine Windows XP Software: [Validate now!](#)



[Wireless Notebook Optical Mouse. No cables. No limits.](#)

For extra mobility, you will love the Microsoft Wireless Notebook Optical Mouse. A compact snap-in receiver plugs into your notebook when you're ready to work, and snaps back into your mouse when you're ready to knock off. With extended battery life, you can work anywhere for up to three months before recharging.

Contact Us

Got any queries or questions about Microsoft products and services? [Click here to get in touch with Microsoft Australia.](#)

Security



[Phishing with phones: The latest scam](#)

Traditionally, Phishing scams have used e-mail to direct potential victims to phoney Web pages to steal their identities. Now, there's a new twist on Phishing.

Microsoft Downloads

[Outlook 2003 add-in: Business contacts for Pocket PC](#)

Synchronise your business contacts to your Microsoft Windows Mobile Pocket PC device and to your PC with this add-in.

[Office 2003 add-in: International character toolbar](#)

Insert international characters from 26 languages into Office 2003 programs with a single click of your mouse.

Office System News

[What's new in Excel 2003?](#)

View this on-demand web cast and see the functionality of smart tags, pivot tables and new time-saving tools in Excel.

For IT Professionals and Developers

IT Pros

[Visit the SharePoint Portal Server page on Office Online](#)

Looking for information about SharePoint Portal Server? Visit the portal page on Office Online for information for IT pros, end users, developers, and business decision makers.

[Free desktop deployment web casts](#)

Managing a desktop migration is always a significant project. That's why we've organized web casts covering services, tools, resources, and best practices to help you streamline your next migration.

[Download the Project Server 2003 Solutions Planning Guide](#)

Adopting an EPM Solution isn't simply about deploying the technology. Find out what organizational and cultural factors are important, how they might change, and how to make your adoption go smoothly.

Developers

[Start creating your own set of international symbols](#)

Define sets of characters to appear on Office toolbars for quick insertion into documents with the International Character Toolbar add-in for Microsoft Office 2003 Editions.

[New JavaScript and e-commerce resources for FrontPage](#)

Read the blog, meet the team, and check out the redesigned portal. Don't miss the Information Center, our new home for Web technologies.

Training and Events

[Do you know how to get rid of Track Changes?](#)

Take a quiz. See what you do, or do not know about getting rid of revisions in Word.

Dates for Your Diary

Jeans 4 Genes Day: 5 August 2005 [Clip art](#)

National Science Week: 13 August 2005 [Clip art](#)

Daffodil Day: 19 August 2005 [Clip art](#)

Australian National Flag Day: 3 September 2005 [Clip art](#)

Fatherâ€™s Day: 4 September 2005 [Clip art](#)

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