

## Software Updates

A friendly reminder of the need to keep your computer's software up to date, not only *Take2*, but also all your Microsoft software. We're not suggesting that you rush out and buy the latest version of Office (more information on this in the next article), but simply that you make sure that the version you are running is up-to-date.

For example, when you first install Microsoft Office from a CD it installs the current version that was available at the time the CD was manufactured. It's the same with *Take2*. But, as you know, throughout the year we here at Meta Office make updates to *Take2*, correcting any identified bugs and making enhancements. The same update process is true with Microsoft and their products. Microsoft Office 2000 (the version that *Take2* is based on) has had several service updates bringing the current version of Office 2000 to 9.0.6926 SP-3.

Computers are pretty complicated beasts and unfortunately there is another layer, besides Office, that also needs to be kept up to date; namely the operating system, e.g. Microsoft Windows 2000, XP etc. Fortunately, Microsoft have made the process of keeping your operating system software up-to-date reasonably simple through their Internet based update website (Windows Update). Contact your computer support personnel on how to access this website. The updates are free, the only cost being your connection to the Internet.

In summary, then, the three key bits of Microsoft software that need keeping up-to-date are:

- Office – should be 9.0.6926 SP-3.
- MDAC – should be 2.8
- Jet – should be 4.0 SP8

As far as the *Take2* software is concerned,

any version from 5.1.1 upwards is fine for the 2003 year. If you do want the latest version it can be downloaded from our Web site ([www.take2.co.nz](http://www.take2.co.nz)) or we can supply it to you on CD. There is a small charge for the CD but it does have the benefit that we include on the CD the latest Microsoft updates, plus the Ministry of Education's NSI COM interface.



"I see compliance costs are on the rise."  
said Frodo, on reading the latest manual.

## Office 2003

The current version of *Take2* is prepared using Microsoft Access 2000. This version will also work with Access XP (sometimes known as Access 2002). It will not work with Access 2003 which has only recently been released by Microsoft.

A few years ago when we moved from Access 97 to Access 2000 a number of our clients were, with some justification, upset that this forced them to upgrade their version of Microsoft Office. On the other hand we already have one client who is asking us to supply an Access 2003 version of *Take2*.

So, we are in a position where we can't keep all the people happy all the time and can only try steer a course that will satisfy the majority of our clients.

# Take2 Newsletter

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We'd be interested to hear what you have to think about moving to Office 2003, and therefore Access 2003. Are you keen to do it or would you prefer to wait?

## Installing on a New PC

When *Take2* is installed on a new PC it is very important that all the necessary components of *Take2*, plus the Microsoft products described above, plus the NSI COM interface, are installed on the PC. Whilst it is technically possible to do this by copying files from another PC with *Take2* installed, or by downloading files from the Internet, it does require a fair degree of technical expertise. Our **strong recommendation** is that when installing *Take2* on a new PC, you use an installation CD supplied by Meta Office.

## Competition

What Christmas publication would be complete without a special crossword or a competition? Certainly not the *Take2* Newsletter.

It's a simple competition. All you have to do is to find and send to us the most obscure or bizarre sentence you can from the material sent to you as a training provider. This shouldn't be too hard – you may even find some beauties in this Newsletter!

The kind of thing we have in mind is the following obscure quote from a TEC audit report:

*"The Institute's system structures did not permit credit values to be entered against the SPF programmes in the Course Register Content."*

Or what about this bizarre sentence from the introduction to the SDR Manual:

*"The implementation of the Single Data Return will, over the medium and long term, reduce the compliance costs of providing information to Government."*

Please send your entries to the help desk ([helpdesk@meta-office.com](mailto:helpdesk@meta-office.com)). Your entries will be treated as anonymous so, were we

to publish them your organisation will not be identifiable.

There will be a prize for the best entry received by 31 January 2004.

## Merry Christmas

It's that time of year again and, try as hard as I can, I'm finding it difficult to ignore Christmas. So I have rummaged through my CD collection and found my favourite CD for this time of year – "Bah Humbug!" – which features some lovely tracks such as "Santa Bloody Claus" and "The Man that Slits the Turkeys' Throats at Christmas".

The Christmas tree is once more in place. It's one of those fibre optic ones and the mechanism in the base seems to have gone a little awry. Instead of a gentle pattern of changing hues there is a manic procession of lurid greens and reds so that I feel really quite dizzy.

Christmas cards have been sent to nearest and dearest – well, they're sitting there ready to be written and mailed. I'm sure New Zealand Post won't let me down if I get them in the mail box by the 24<sup>th</sup>.



So, it's pretty much under control here and that just leaves me to wish you a very Merry Christmas and a Happy New Year on behalf of Meta Office.

We really do appreciate our clients. You're doing a good thing training students. It's nice to be part of the process.

*Richard Hamilton-Williams*  
Meta Office