

UAN Tech Update

- *Rob Ijams*
IT Specialist

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

UAN Tech Update

- Professional and proper usage of the UAN system
 - Should only be used for official entity business
 - Equipment is property of the Auditor of State's office
 - Prior written authorization is required before installing any hardware or software in the UAN system

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

UAN Tech Update

- My Documents Backup



Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

UAN Tech Update

- Spyware
 - Do not click on an Anti Virus message that doesn't pertain to Symantec Firewall or Symantec Anti Virus
 - McAfee, Scanpro

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

UAN Tech Update

- Dell Hardware Support
 - Contact only Dell or UAN for issues with your UAN computer
 - (886)516-3115
- ROVA
 - Entity is responsible for any long distance charges incurred
 - Favorites drop down is sensitive to the mouse wheel
- Disaster Recovery
 - Keep backups off site
 - Item(s) needed by UAN if equipment is damaged, destroyed, or stolen
 - Police report (if stolen)
 - A copy of the insurance claim
 - We do not need your proof of insurance

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

14.0 Update

- Install time ~ 60 Minutes
- Year End
- Office 2007
- All Windows updates since 13.2
 - Internet Explorer 8.0
 - Windows Update site

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

Microsoft Office 2007

- Huge Round Button
 - Old file menu functionality
- Quick Access Toolbar
 - Shortcuts
- Mini Toolbar
- Ribbon
- Document Panel
 - Displays current open document
- Status Bar



Quick Access Toolbar

- UAN Defaults
 - New
 - Open
 - Save
 - Save As
 - Find
 - Print
 - Print Preview
 - Spelling & Grammar
 - Cut
 - Copy
 - Paste
 - Undo Typing
 - Repeat Typing
- Customize Demo



Microsoft Office 2007

- New File Format
 - 97-2003
 - .doc, .xls, ppt
 - 2007 +
 - .docx, .xlsx, pptx
- Office 2007 Compatibility Pack
 - download.microsoft.com



Powerpoint

- Zoom Bar
- Previews
- Animations
- Quick Toolbar
- Combining Presentations

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

Excel Demo

- Charts
 - Easier to create
 - 3D
- Pictures

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

Word Demo

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us

Outlook

- Contacts
- E-mails
- New calendar features
- Import/Export

Mary Taylor, CPA
Ohio Auditor of State



www.auditor.state.oh.us
