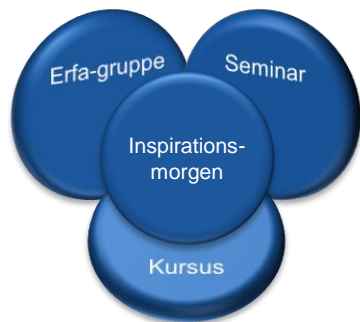


SuperOffice InspirationsMorgen

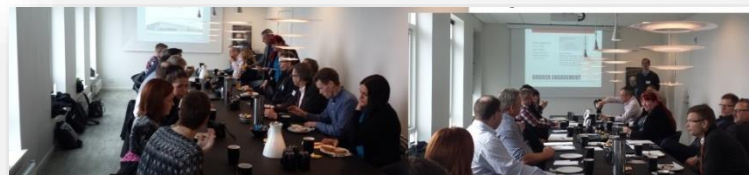
SuperOffice CRM & Microsoft Office



Ideen bag en inspirationsmorgen



- Vi vælger emnet og sætter scenen
- Der er fri dialog og alle byder ind
- Alle går hjem med ny viden og inspiration



SuperOffice erfa-grupperne



Agenda

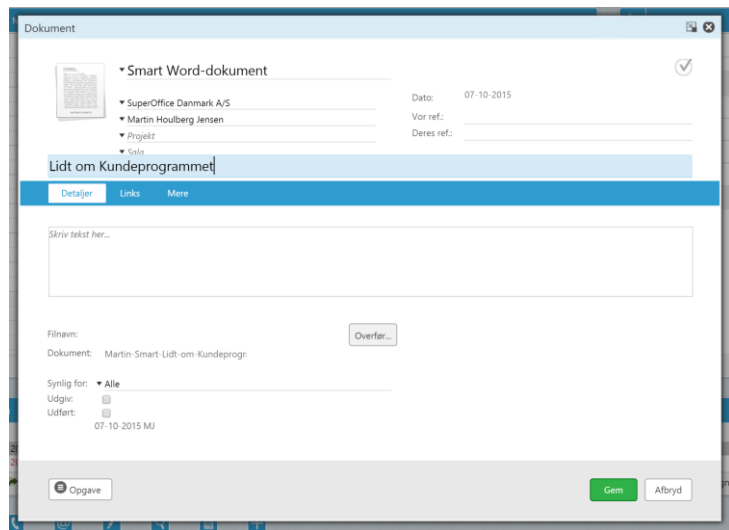
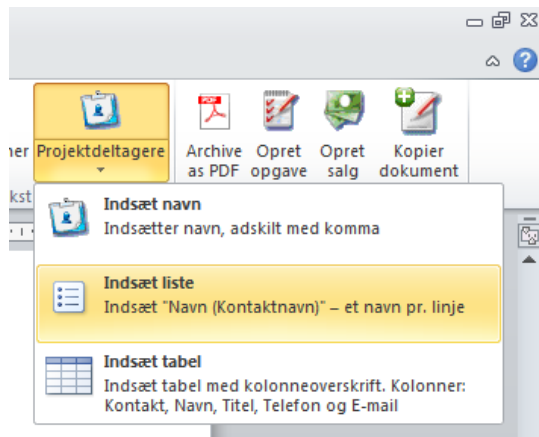
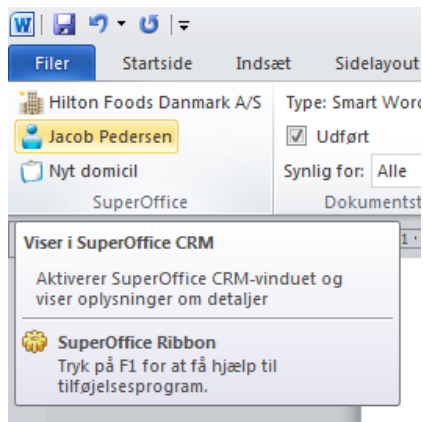
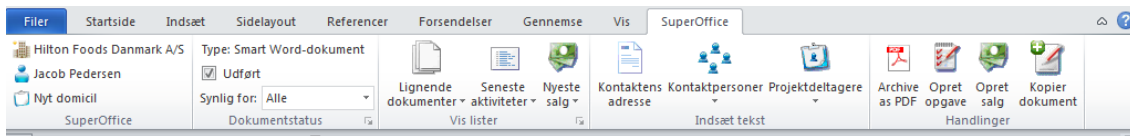
- Intro
- Word
- Excel
- Outlook
- PowerPoint
- OneNote
- Access
- Ressourcer og tips



Microsoft Word

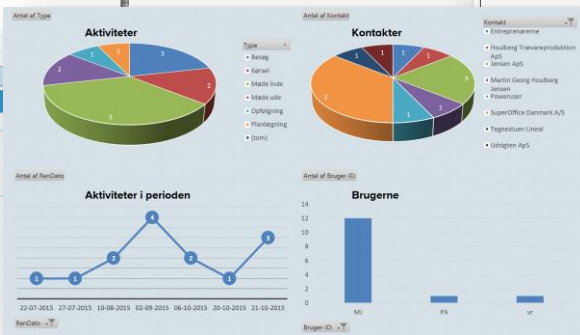
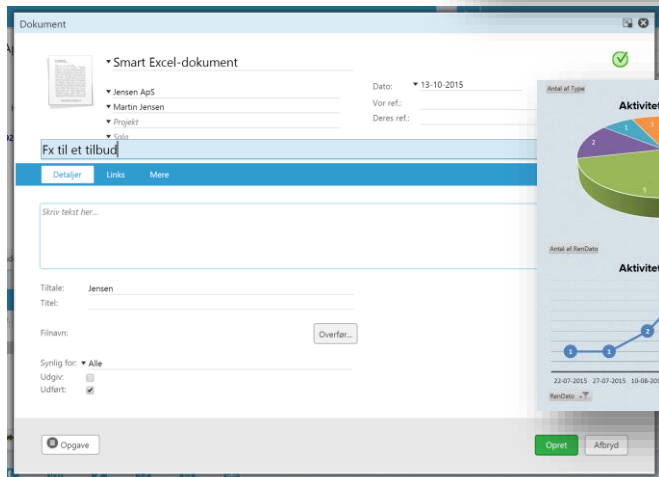
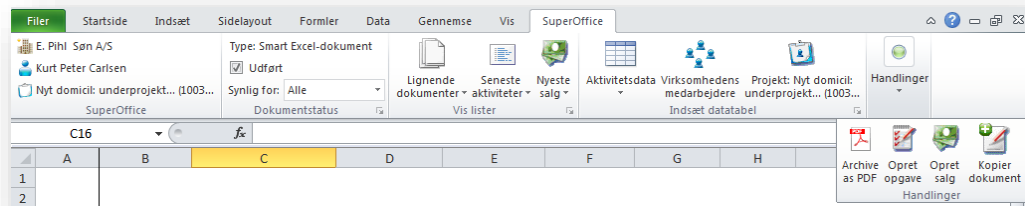


- Skabeloner
- Ribbon



Microsoft Excel

- Ribbon
- Skabeloner
- Udvalg – eksport



Jensen ApS

Att.:

Hjemme 70

4450 Hjemløk

Telefon: +45 53 14 92 45



Dato: 13. oktober 2015

Gyldig til: 31. juli 2014

Varenummer	Varetekst	Antal	Stk.pris	Samlet pris
1	Basis	1	kr. 5.000,00	kr. 5.000,00
2	Overbygning	2	kr. 1.500,00	kr. 3.000,00
3	Avanceret	1	kr. 12.000,00	kr. 12.000,00

kr. 20.000,00

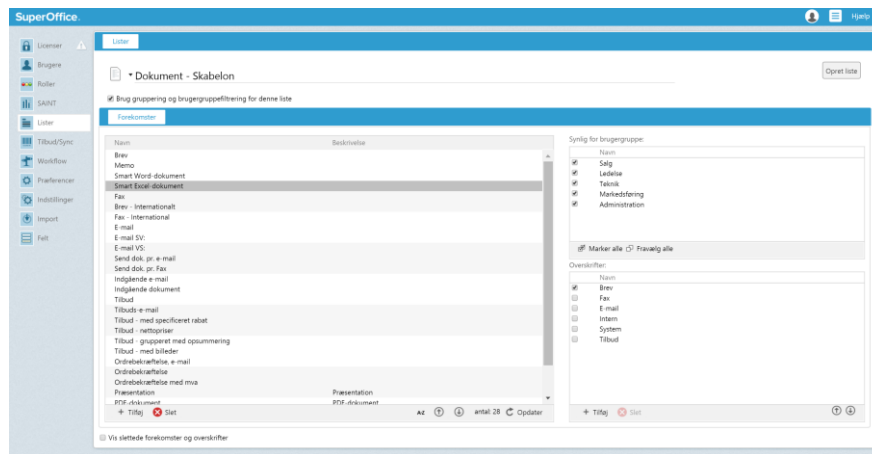
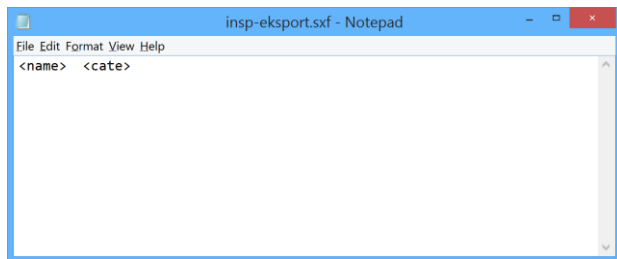
OBS: Da dette er en eksisterende kunde, skal de mindes om erfa-grupperne



Tilbage i SuperOffice CRM

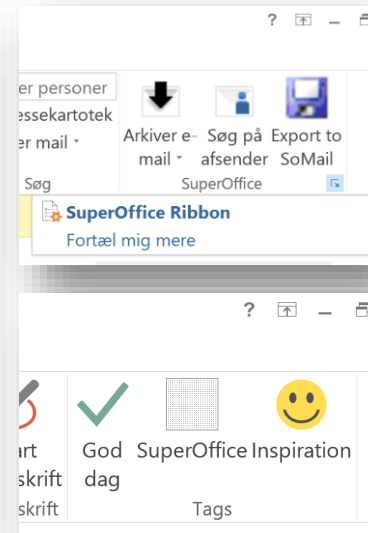
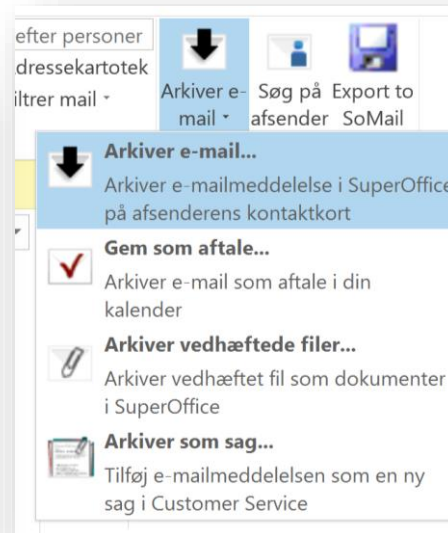
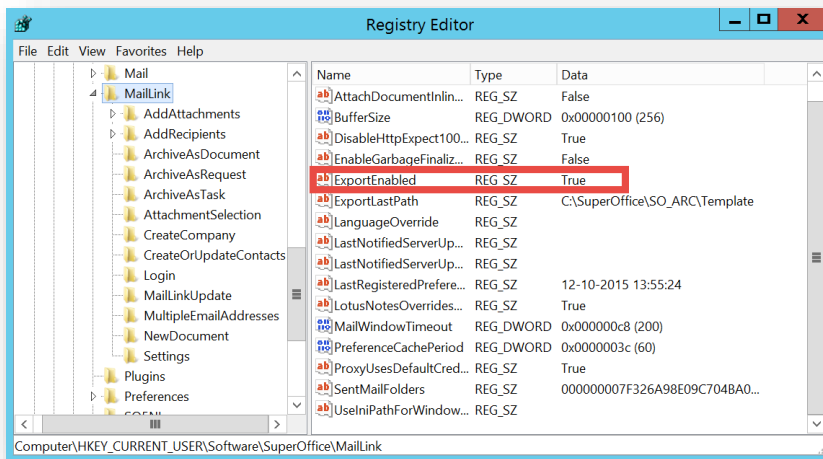


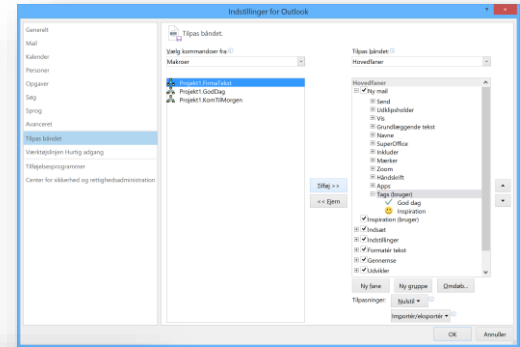
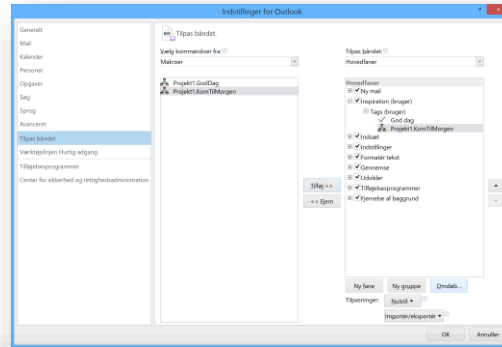
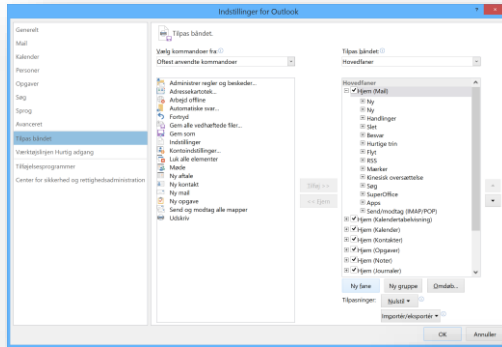
- Skabelongymnastik i admin
- Skabeloner som ikke findes her



Microsoft Outlook

- Ribbon / Mail link
- Skabeloner - inkl. autosignatur (Windows)
- Autotekster / makro





```

Sub GodDag ()
    Dim oMail As Window
    Set oMail = Application.ActiveInspector.WordEditor.Windows(1)

    oMail.Selection.TypeText Text:="God dag videre..."
    oMail.Selection.TypeParagraph

End Sub

Sub FirmaTekst ()
    Dim oMail As Window
    Set oMail = Application.ActiveInspector.WordEditor.Windows(1)

    With oMail.Selection
        .TypeText Text:="SuperOffice CRM"
        .TypeParagraph
        .MoveUp Unit:=wdLine, Count:=1, Extend:=wdExtend
        .Font.Bold = wdToggle
        .MoveDown Unit:=wdLine, Count:=1
        .TypeText Text:="Vores passion for Customer Relationship Management har gjort SuperOffice til en af Europas førende leverandere"
        .TypeParagraph
    End With

End Sub

Sub KomTilMorgen ()
    Dim oMail As Window
    Set oMail = Application.ActiveInspector.WordEditor.Windows(1)

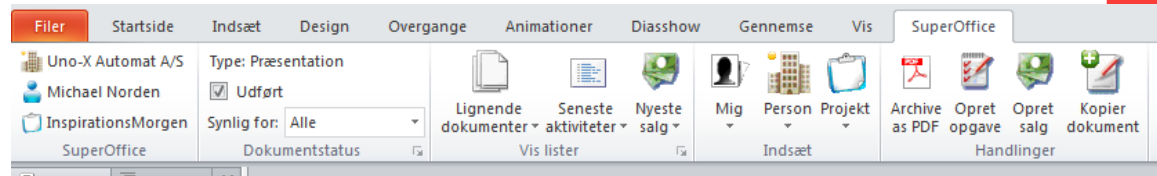
    oMail.Selection.TypeText Text:="PS: "
    oMail.Selection.Hyperlinks.Add Anchor:=oMail.Selection.Range, Address:="http://www.superoffice.dk/ressourcer/guider/", _
        SubAddress:="", ScreenTip:="Events", TextToDisplay:="Kom med til næste SuperOffice InspirationsMorgen >>"
    oMail.Selection.TypeParagraph

End Sub

```


Microsoft PowerPoint

- Ribbon
- Skabeloner



SuperOffice

Dagens møde hos Udsigten ApS

Europas ledende CRM software leverandør

 SuperOffice.

 SuperOffice

Tilbage i SuperOffice CRM



- Fælles noter
- Projektstyring med OneNote-site

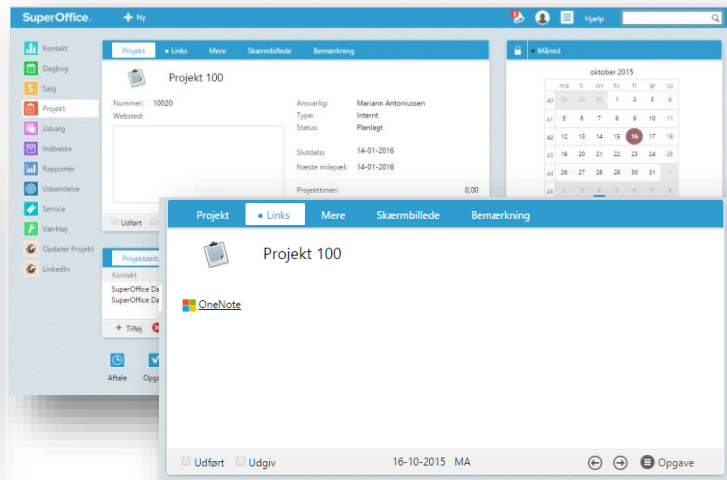
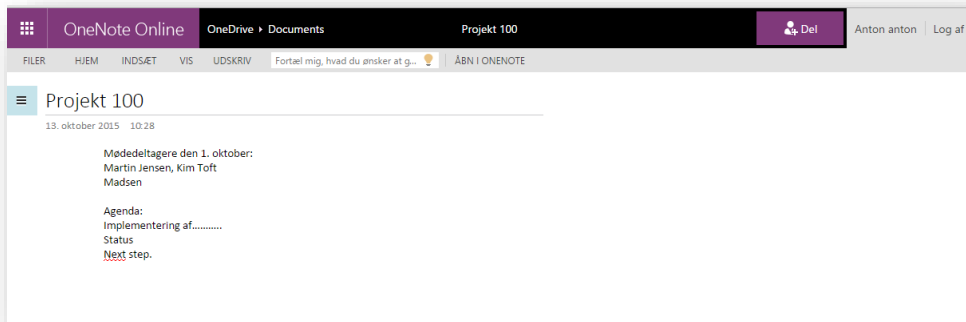
The screenshot displays the SuperOffice CRM interface. The main window shows a project overview for 'Nyt domicil' (New residence). The project details include:

- Number: 10013
- Websted: Alle projekter og deltagere: <https://online.superoffice.com/ust11C>
- Ansvarlig: Martin Jensen
- Type: Hovedprojekt
- Status: Planlagt
- Slutdate: 07-01-2016
- Næste møde: 07-01-2016
- Projektimer: 0,00

The interface also features a calendar for October 2015, a sidebar with navigation options (Kontakt, Dagbog, Salg, Projekt, Udvalg, Indbøtte, Rapporter, Udsendelse, Service, Værktøj, Opdater, Opret person), and a bottom section for contact information (Projektbilagene, Aktiviteter, Salg) and a toolbar with icons for various actions (Aftale, Opgive, Samtale, E-mail, Dokument, Sag, Udskriv, Ny).

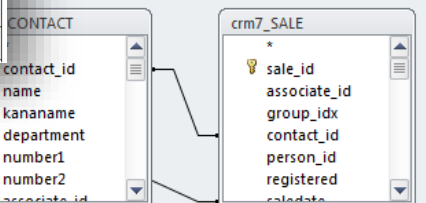
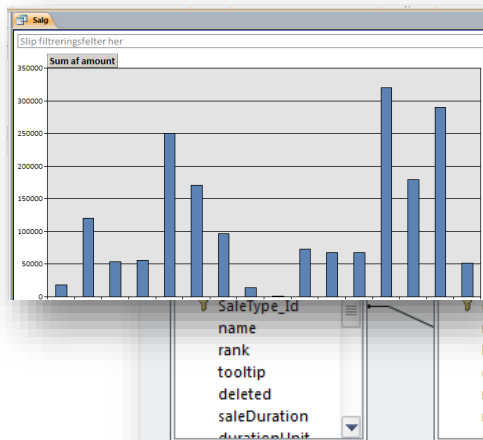
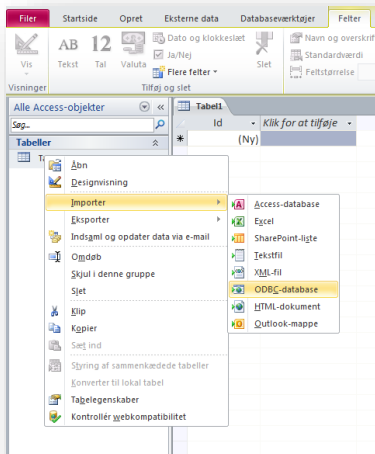
Microsoft OneNote

- Noter i “skyen”
- Dele noter imellem kolleger
- Link OneNote (sagsmappe) til SuperOffice – og omvendt
- OneNote som skabelon



Microsoft Access

- Statistik / rapporter
- Datahentning og -behandling

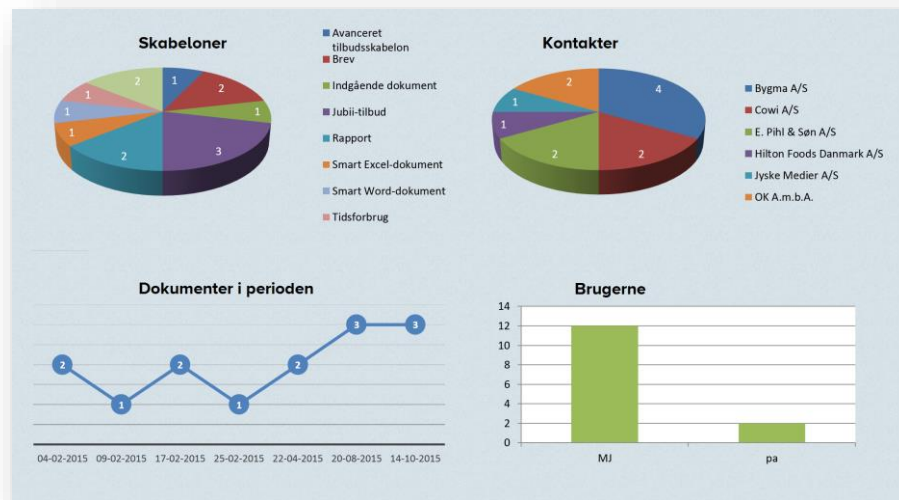
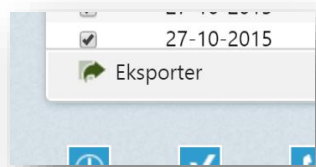
A screenshot of the Microsoft Access ribbon, specifically the 'Filter' and 'Sort' sections. The 'Filter' section is highlighted, showing options like 'Stigende', 'Faldende', 'Avanceret', 'Opdater alle', 'Gem', 'Stavekontrol', 'Erstat', 'Gå til', and 'Vælg'. The 'Sort' section is also visible, showing options like 'Sorter og filter', 'Fjern sortering', and 'Til/fra-filter'. Below the ribbon, a data table is shown with columns for 'crm7_CONTACT_name', 'saledate', and 'amount'. The table contains several rows of data, including dates and amounts.

crm7_CONTACT_name	saledate	amount
	16-01-2015 11:16:56	750
	16-01-2015 11:17:40	16312,5
	14-01-2015 12:40:20	53868,75
	23-05-2015	120750
	14-01-2015 12:52:51	55566
	25-07-2014	250000
	15-01-2015 11:25:28	22500
	25-02-2015 10:03:45	21750
	23-02-2015 10:15:50	49500
	09-02-2015 12:39:37	47025
	24-02-2015 09:58:30	10000
	25-03-2015	20000
	16-01-2015 12:05:15	75000
	10-03-2015	21750


Tilbage i SuperOffice CRM



- Udvalg → Anvendelse / Change Management



Mange tak for jeres opmærksomhed

- Har du et minut mere? [TrustPilot >>](#) 
- Spørgetime den 16. december [>>](#)
- SuperOffice 8 – fremtiden [>>](#)

- Andre ressourcer:
 - SuperOffice-kundeportal [Community >>](#)
 - [SuperOffice InspirationsVideoer](#)
 - [Præsentationer fra InspirationsMorgener og -Videoer](#) : <http://www.superoffice.dk/> >> [INSPIRATION](#)
 - YouTube-videoer: <http://www.youtube.com/SuperOfficeNetwork>
 - SuperOffice erfa-grupperne på LinkedIn: ”[SuperOffice CRM erfa-grupper i Danmark](#)”
 - SuperOffice Danmark på [LinkedIn >>](#)





Evaluering, feedback og ønsker...



På gensyn og fortsat god fornøjelse med SuperOffice CRM

Martin Houlberg Jensen martinhj@superoffice.dk

Mariann Linea Antoniussen mla@superoffice.dk