

January 2007

### **Introducing Business Alternatives' Inaugural Newsletter**

Welcome to the first monthly email newsletter from Business Alternatives: Your source for data & imaging tips and tricks. In this first issue, you'll find information about our 5 Year Anniversary and our top 5 MS Excel data manipulation tips.

### **Help Us Celebrate! 5 Years and counting**

February marks our 5<sup>th</sup> Anniversary in business and to celebrate we are offering all existing clients and recipients of our newsletter monthly specials during 2007. Our first special of the year is:

***15% OFF all work processed, scanned or indexed  
the entire month of January.***

Check next month's newsletter for additional specials.

### **Top 5 MS Excel Data Manipulation Tips according to our experts**

Over the past 5 years, our experts have compiled a list of data manipulation tips in various applications. We will start with MS Excel's top 5 tips:

- #1 – VLOOKUP – returns a value from one sheet/workbook into another.
- #2 – CONCATENATE – brings together any two (or more) cells into a single cell.
- #3 – DATEDIFF – show the differences between two dates in Months, Days, Years.
- #4 – TRIM – removes all spaces in a cell except for single spaces between words.
- #5 – REPLACE – replaces part of a text string with a new value.

#### **Did You Know:**

Business Alternatives will work with together with your company on an efficiency solution. Data Entry or Imaging or Both! Click the link here: [www.BusinessAlternatives.com/quote.php](http://www.BusinessAlternatives.com/quote.php) to be directed to our website Request A Quote page.

#### **We Value Your Input**

We would love to hear from you and we welcome your comments and suggestions for future editions of this newsletter. Please click here to send an email to: [newsletter@businessalternatives.com](mailto:newsletter@businessalternatives.com).

#### **What our customers are saying:**

"Worked within our timeframe through the holiday weekend. Thanks."  
*Dan, FL*

"Project completed more than a week ahead of schedule."  
*J.P., MN*

"Definitely using you guys again. Everything was delivered 100%."  
*Johnny, TX*

"Sent us our data in multiple formats (.txt, .dbf, .xls) at no additional charge."  
*April, CT*

"Multiple projects completed for us, all on time. Thanks."  
*L.G., NY*



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