



Issue No. 235 December - 2018

Training Ship Rahaman (Nautical Education & Training)

Third Year Semester V, BSc Nautical Science exam was conducted in BP Marine Academy, Panvel Campus from 29th November to 13th December.

GP Students (from present and previous batches) reported to XT Ship Management at Andheri for placement interview on 2nd December. Four students were selected from the present batch.

Capt (Dr) Ashutosh Apandkar attended “Sagarmala Training Workshop” at CIDCO Bhavan, Belapur on 3rd December. He also attended workshop on “Maritime Autonomous Surface Ship” organised by DG Shipping at Mumbai Cricket Association Club, BKC Mumbai on 11th December, besides attending a meeting at Bandra-Kurla Complex at Mumbai on 17th December.



Passing Out Parade and prize distribution ceremony of IMU DNS, GP Rating and CCMC was held on 3rd December. Capt. Shashank Jahagirdar, Head of Crewing & Marine HR Director, Maersk Tankers India Private Limited was the chief guest of the function and distributed the prizes.

List of the Prize winners

PASSING OUT PARADE ON 3rd DECEMBER 2018 DIPLOMA IN NAUTICAL SCIENCE (IMU)

BATCH 18

BEST ALL ROUND CADET FOR OVERALL EXCELLENCE IN ACADEMICS, SPORTS,
PROFESSIONAL QUALITIES AND PERSONAL CONDUCT

NANDA HARSHIT

Sponsored by Scorpio Marine

FIRST RUNNER UP ALL ROUND CADET FOR OVERALL EXCELLENCE IN ACADEMICS,
SPORTS, PROFESSIONAL QUALITIES AND PERSONAL CONDUCT

KALRA IKNOOR SINGH

Sponsored by Doris Marine

SECOND RUNNER UP ALL ROUND CADET FOR OVERALL EXCELLENCE IN
ACADEMICS, SPORTS, PROFESSIONAL QUALITIES AND PERSONAL CONDUCT

SHUKLA RAJ

Sponsored by Dockendale Ship Management

BEST ALL ROUND CADET FOR OVERALL EXCELLENCE IN WORKSHOP PRACTICAL

SOOD SOHAM

Sponsored by Scorpio Marine

GP RATINGS

BATCH 62

BEST ALL ROUND RATING FOR OVERALL EXCELLENCE IN ACADEMICS, SPORTS,
PROFESSIONAL QUALITIES AND PERSONAL CONDUCT

GOGAI BITUPON

RUNNER UP ALL ROUND RATING FOR OVERALL EXCELLENCE IN ACADEMICS,
SPORTS, PROFESSIONAL QUALITIES AND PERSONAL CONDUCT

ARORA JATIN

FIRST IN ORDER OF MERIT IN SEAMANSHIP PRACTICALS
AWALE ATHARVA SANTOSH

FIRST IN ORDER OF MERIT IN MARINE ENGINEERING THEORY & WORKSHOP
PRACTICAL

DEORE ADITYA NANAJI

CCMC

BATCH 25

BEST OVERALL PERFORMANCE IN
CERTIFICATE COURSE IN MARITIME CATERING (CCMC)
FOR

OVERALL EXCELLENCE IN ACADEMICS, SPORTS, PROFESSIONAL QUALITIES AND
PERSONAL CONDUCT
SINGH HARVENDRA

BEST OVERALL PERFORMANCE RUNNER UP IN CERTIFICATE COURSE IN MARITIME
CATERING (CCMC)
FOR
ACADEMICS, SPORTS, PROFESSIONAL QUALITIES AND PERSONAL CONDUCT
SOLANKI HEMAL SHIVKUMAR AMRUTLAL

OVERALL EXCELLENCE IN COOKERY, THEORY & PRACTICAL IN
COURSE IN MARITIME CATERING (CCMC)
BALOONI SURAJ

BEST ALL ROUND TROPHYS
B.N.S.U. ROLLING TROPHY AND CASH PRICE OF RS 3000/- FOR GP RATING
GOGAI BITUPON

B.N.S.U. ROLLING TROPHY AND CASH PRICE OF RS 3000/- FOR CCMC RATING
SINGH HARVENDRA

WALLEMS ROLLING TROPHY & CASH PRIZE OF RS. 10,000
NANDA HARSHIT
Sponsored by Scorpio Marine



Passing Out Parade and prize distribution ceremony of IMU DNS, GP Ratings and CCMC



Passing Out Parade and prize distribution ceremony of IMU DNS, GP Ratings and CCMC

Cadets of Second Year BSc Nautical Science along with Capt Choudhry and Capt Ajay Kumar visited Alang Shipyard from 4th to 8th December for Industrial Training.



Capt. Vernon Sequeira, DNV GL carried out CIP Audit on 5th and 6th December.



Capt P. K. Mishra, Mr. Rajendra Kachale and Mr. Santosh Gaikar, BEST external examiners conducted “on line” examination of GP Rating Batch 62 in our campus on 10th December.

Capt Sameer Pradhan and Capt M Makane attended workshop on “Maritime Security and Piracy” organised by DG Shipping at Hotel Lalit, Mumbai on 10th December.

“Performance Based Reward” Ceremony for the meritorious students of Training Ship Chankya was held at Indian Maritime University, Navi Mumbai Campus, Karave, Nerul on 10th December. Capt (Dr) Ashutosh Apandkar presided over as the Chief Guest of the function.



Number of Candidates trained in various courses for the month of December 2018 are as follows:

REGULAR STCW & REFRESHER COURSES		
Sr. No.	Courses	NOS
	PSCRB	62
	MFA	57
	AFF	63
	FPFF	84
	Basic Safety Training Course	83
	ROC & ARPA	06
	REF. PSCRB	19
	REF. MFA	10
	REF. AFF	21

BEST external examiners conducted Practical and Oral examination for GP Ratings Batch 62 from 12th to 14th December. Capt Rajgopal Panigrahi, Capt Nikunj Narayan, Mr Rajendra Kumar Joshi and Mr Digambar Mishra conducted the exams.



Capt Anil Rai, Capt Dhananjay Diwakar Rao Wakhle, Capt Nadeem Jainuddin Modak, Capt Gopal Kumar Damodaran Nair, Capt Kailaswarao Kalidas Merugu & Mr Sachin Gaikwad of Anglo Eastern Ship Management conducted campus interviews for GP Ratings on 18th December. We are awaiting communication from them.



Capt N.C. Jha visited Sriram Institute of Marine Studies, New Delhi as External Examiner for practical exam of IMU DNS course from 12th to 15th December.

Mr V. K. Dhanikodi conducted Practical exam of IMU DNS batches 18 & 19 in the campus from 12th to 19th December.



Mr Kiran Lele carried out Internal Quality Audit for faculty and staff on 13th and 14th December. His report is awaited.



Capt Niles Kaval and Ms Floyd Nitin, Scorpio Marine Management, conducted campus interviews for IMU DNS January 2019 batch on 13th and 14th December. They selected Twelve cadets.



Ten Cadets of BSc Nautical Science batch 11 reported at "K" Steam Ship Management office at Sion for interview on 13th, 14th and 17th December. The outcome is awaited.

Six Third Year BSc Nautical Science Cadets attended Fleet Management Annual Party at JW Marriott Airport, Andheri on 15th December.



Capt (Dr) Ashutosh Apandkar, Capt Prakash Joag & GP Faculty attended farewell lunch with the GP Ratings on 19th December.



TSR organised a 'Get Together' for Master Mariners of Maharashtra (MMMH) on 22nd and 23rd December.



Distance learning programme (DLP) as on December 2018.

SSTP Certificate issued to six Candidates.

On Going DLP : 402 Candidates.

GME Cadets Batch 07 Completed STCW courses and is engaged in Mechanical Workshop till 1st week of January 2019.

Advance Pneumatic Trainer and Synchro scope being readied for GME course.

FMER Simulator being tried out to identify defects and liaison with is continuing ARI for attending to these defects are continuing.

Preparations for GME Cadets' Mazagoan Dock training in are being made.

Routine Maintenance of Portable fire extinguishers, fixed foam and DCP system, SCBA sets and BA cylinders deployed in the Campus has been carried out. Eighteen SCBA cylinders were sent for hydraulic pressure test to Mumbai.

Mr V. A. Kamath, Vice Principal, visited MSEDCL training Centre at Eklahare, Nasik on 19th December to discuss with MSEDCL authorities in Nashik, beneficial sharing of training facilities. He was conducted around transformer testing lab, Simulator lab, TOD meter lab, and HT/LT line simulator at MSEDCL Training Centre at. He is seen here with Executive Engineers Mr. D. T. Sayanekar, Mr. A.R. Chavan, & Mr A. Nagare.



***Abdul Rashid Academy of Culinary Arts and Maritime Hospitality
(ARACAMH)***

The Board of Examiners for Seafarers conducted CCMC online Examination of batch on 10th December. Capt Natraj Iyer, Mr Sandeep Khatavkar, and Mr. Leo Barboza conducted final practical and oral test on 15th and 16th December. CCMC final written examination was held on 22nd December at Dnyanpushpa Vidya Niketan , Belapur.

Passing out Parade of CCMC Batch – 25 was held on 03 Dec. Mr Singh Harvendra from CCMC was declared the best cadet of the batch. Mr. Solanki Hemal Shivkumar Amrutlal was the best cadet runner up and Mr Balooni Suraj was declared as the best in Food Production. Capt Shashank Jahagirdar, from Head of Crewing and Marine HR, Director MAERSK Tanker India Private Limited was the Chief Guest on the occasion.

The College conducted one-day course on Galley Safety on 30th November for three candidates of Northern Marine.

On 28th Nov 2018, Capt Anil Sood, from XT SHIPS MANAGEMENT interviewed 15 BSc MHS students in the campus. In addition, 15 students of CCMC batch 25 were also interviewed in their office in Andheri on 02nd December. They have selected 10 BSc MHS and five CCMC students.

Third Year BA in Culinary Arts final practical examinations of 5th semester was conducted from 03rd to 7th Dec. Mrs Poonam, Chef Iyer and Chef Lawrence from Raheja College visited ARACAMH as external examiners. Final written examination started on 13th Dec and lasted until 19th Dec.

Christmas is no fun without the traditional Christmas cake and making it is no mean task -- preparations begin months in advance for that. Hotels and catering colleges organise cake-mixing ceremony to spread the warmth of the festive season. People from different lifestyles come together for such ceremonies.



The first step towards making the cake is the mixing process, formally called the “cake-mixing ceremony. “It is a ritual religiously followed the world over, and is said to be a harbinger of good tidings and happiness.”

The stirring ceremony is part of an age-old Christmas tradition of cake mixing and making wishes for the New Year. The ingredients of the festive rich cake are soaked in wine and liquor in advance so that the ingredients can acquire unique aroma and taste. Originally, a family affair, it is for many years celebrated within organizations to spread camaraderie and goodwill.

Speaking about the history of cake-mixing ceremony, it dates back to 17th Century in Europe. The ceremony marked the arrival of the harvest season. During this time, the harvested fruits and nuts were thereafter used in the making of the traditional plum cakes.



These were preserved until the next harvest, with the hope that it would usher in yet another fruitful year. The sugar content of the liquor and fruit juices helped preserve the ingredients. Also, for the cold “Christmassy weather”, the plum cake is a perfect energy food. England loves this cake so much that no tea is complete without a slice of the rich cake.

Taking note of cake ingredients, they consist of dry fruits like raisins, black currants, prunes, glazed dates, cherries, candid orange, lemon rinds and nuts like cashews, pistachios and almonds. Then comes the best part - that is pouring in the liquor.



Later, large quantities of liquor, fresh juices, honey are generously added to soak these ingredients. Freshly ground spices are also added and tossed until the fruits and nuts are well coated. This is emptied into large containers and stored for a couple of days before Christmas, with occasional stirring to ensure that the nuts soak till they are swollen.

ARACAMH faculty, staff and students followed this ritual on 5th December. The soaked fruits will be utilised prior to 25th December for preparation of traditional plum cakes.

On 18th Dec, Anglo Eastern Ship Management visited ARACAM and interviewed 80 students of CCMC batch 25 and around 20 candidates of previous CCMC batches. The Shipping Company's response is awaited.



Lady Khatun Marium School & Junior College

Ms Anita David attended a workshop from 27th to 30th November on 'Early Childhood Education Curriculum Development and Pedagogy', organised by Singapore International Foundation in collaboration with Muktangan, Mumbai were the organisers. The workshop included play facilitation and discovery of the world's creative arts.

The details of other workshops attended by the teachers at Muktangan:

SN	Date	Topic	Teacher
1	01-12-2018	Exploring Student's Learning Styles	1. Mr. Jitendra Mahajan 2. Mr. Priyaranjan Tripathi 3. Mrs. Jayasri Shankar 4. Mrs. Sushila Raphale 5. Mrs. Shagufta Bano
2	08-12-2018	Principals of Mathematical Measurement	1. Mrs. Jaya Jaychandran 2. Mrs. Pushpanjali Verma 3. Mrs. Ruchita Mhatre 4. Mrs. Vishranti Mhatre 5. Ms. Manjula Sanwal
3	15-12-2018	Exploring Energy (Geography)	1. Mrs. Shany Anthony 2. Mrs. Ashlesha Sakte 3. Mrs. Mamta Barik 4. Ms. Angela David
4	22-12-2018	Language Enrichment and Story Telling	1. Ms. Naina Singh 2. Mrs. Neelam Pokhriyal 3. Ms. Akshaya Thakur 4. Ms. Angela David 5. Ms. Neha Bharati

As per the directives of the Ministry of Health and Family Welfare, 875 children below the age of 15 years were inoculated with measles and Rubella vaccine on 3rd December.

National level Mathematics Olympiad Examination initiated by SOF was conducted on 4th December for the students of 1st to 12th standard. 215 students participated.

First Preliminary Examination was conducted for the students of standard X and XII from 12th to 22nd December.

Result of English Olympiad were declared. 10 Students of the School qualified for the 2nd Level Examination.

1. MS. BHUMI KHOT
2. MS. RIYA RUPESH MHATRE
3. MS. SAMRUDDHI SANTOSH KAMBLE
4. MAST. NIMISH SANDESH JADHAV
5. MS. BHUMIKA SANTOSH MHATRE
6. MAST. AMAAN ISTIYAK SHAIKH
7. MAST. RAJ SANTOSH MHATRE
8. MS. DIKSHA C DESHMUKH
9. MS. RUTUJA THAKUR
10. MS. SUMEDHA KAMBLE

Results of the All India Lalith Kala Art Competition 2018 were declared. Ms. Riddhi Koli and Ms. Kanishka Mhatre received the prestigious Kala Ratna Padak. Apart from this our students won six Gold, eight Silver and nine bronze medals.

Handycraft competition for Primary School was conducted on 14th December.

The pre-primary section celebrated its Sports Day on 29th November 2018 in the presence of our Honourable Chairperson Ms. Elizabeth Yusuf, Capt Dr. Ashutosh Apandkar, and Mr Paul Koshy, and other dignitaries from the campus. It was great to see the tiny tots marching past the dais. It was delightful to see young enthusiasts of Nursery and Lower Prep move naturally to a rhythm while performing drills. The Parents, family members and teachers were entertained and excited to see their children participate happily in flat races as well as in novelty races. The entire field resounded with a loud cheer and applause as the children finished their final March Past. The Programme culminated with Prize distribution followed by the National Anthem.

LKM SCHOOL conducted its XV INTER-HOUSE ATHLETIC MEET. It was organised on the fine morning of 10th Dec 2018 on the Athletics Ground. The athletic meet opened in grand style in the presence of the Chief Guest – Mr. Prashant Thakur , MLA, 188 Panvel Constituency. He is the President of BJP for Raigad District. He is the chairman of CIDCO. He is also the member of the Board of Directors of Janardan Bhagat Shikshan Sanstha and holds many more responsible and respectable posts. We had the pleasure of the presence of our Chairperson Ms Elizabeth Yusuf and dignitaries from TSR. The Chief Guest hoisted the School flag, and a lighted torch was handed over to the those who had participated in Volley Ball Tournament at National level. The squads of four houses marched passed the dais and the action began.

There were fun races like Spoon and Marble and three legged race followed by 50, 100 and 400mtrs races for all the age groups in boy and girls category as well. 4 x 100mtrs Relays displayed the coordination and team work of the students. Finally we witnessed a great tussle in tug-of-war when the contesting teams used their might to snatch 20 points in the House tally. It was pleasure and pain to watch this demonstration of 'the survival of the fittest.

Prizes were distributed to the winners towards the end of the programme.

The best All Rounder (boys)	-	Mast. Harsh Patil
The best All Rounder (girls)	-	Miss. Shruti Mumbaikar
The best March Past	-	Raigarh House
Tug-of-war (boys)	-	Raigarh House
Tug-of-war (girls)	-	Devgarh House
Cock House	-	Pratapgarh House with 487 points
Followed by		Raigarh House with 439 points
		Sudhagarh House with 369 points
		Devgarh House with 368 points

LKM SCHOOL SPORTS DAY



LKM SCHOOL SPORTS DAY



LKM SCHOOL SPORTS DAY



HANDICRAFT COMPETITION



HANDICRAFT COMPETITION



PRE PRIMARY SPORTS DAY



PRE PRIMARY SPORTS DAY



PRE PRIMARY SPORTS DAY



PRE PRIMARY SPORTS DAY



Administrating Measles – Rubella vaccine



Measles – Rubella vaccine

The chief guest addressed the audience by his inspiring words. While appreciating the performance of the students he said,

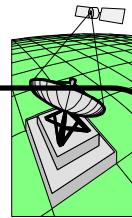
"I am very glad to see the enthusiasm of the students. I saw the students trying to win. Tremendous team effort is seen amongst the students. I congratulate the staff, students and management of the School for such outstanding display and healthy atmosphere of sports."

Special assemblies were conducted on World Disability Day, National Mathematics Day, World Aids Day and Christmas.

The School closed for winter vacation from 24th December 2018 to 1st January 2019.

WE WISH YOU ALL A VERY HAPPY AND PROSPEROUS NEW YEAR !!!

Future Watch: January 2019



1. New batch of GP Rating commencing on **1st January**
2. FY, SY, TY B.Sc. Nautical Science cadets returning from their vacation on **2nd January**
3. Well baby clinic - **13th and 27th January**
4. Republic Day Celebrations – **26 January**

Fatma Banu Hospital

452 Patients treated at FB Hospital in the month of December consisting of 195 employees, 134 trainees, 58 villagers from Nhava and 65 students from the School.

Sixteen children attended Well baby Clinic organised at the FBH

Spraying and fogging continued in campus

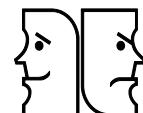
Campus: Repairs and Maintenance

Maintenance staffs continued on their job of renovation and repairs of the cabins and bathroom block of second floor at Serang Hostel. The electricians concurrently replaced switch boards and light fittings with LED lights. Welders, Painters and Carpenters carried out the maintenance in the Chairman's bungalow at Worli. Due repairs in Mr Paul Koshy's residence were also carried out. Simultaneously work on repairs and maintenance of Hostel and classrooms for accommodating new batch of Pre Sea trainees has been undertaken. Upholster prepared 200 mattresses and pillows for hostels. Worn out GI and water pipelines have since been replaced. Old wooden window frames have been replaced with marble frames and better quality of aluminium sliding windows. The Plumbers also repaired the water drainage lines of the Catering College and provided connection for a water cooler at the training workshop. Electricians repaired the ovens of Catering College and control panels of Helicopter model at Offshore Centre. They are now re-aligning power cables and labelling them for easy identification and maintenance. We have now installed energy meters for every building for assessing and monitoring the power consumption.

Repairs of roof of Sagarsh Suites and cabins of Sagarsh hostel has been taken up in hand. Welders are engaged in repairing the containers and other models displayed on the RAMSAR terrace. They also replaced the boundary fencing from PSC jetty gate to the Fire gate and a team of welders is engaged in replacing the wire mesh fencing (chain link) from Dairy Farm to the Fire gate and repairing the dustbins around Campus.

Masons are involved in repairing the external structure of Serang hostel, porch at Samander

NEW FACES



Mr. Ravinder Kumar,
Gardner, Garden w.e.f. 01
December 2018

Mahal building and minor repairs around campus.

Painting of Rahaman College, Anchorage bungalow and the cabins of Sagarsh Hostel is in progress.

George Campbell Library

Library has received 29 new reference books from Sterling Book House. The list of the new arrivals will be published in the forthcoming library bulletin. Procurement of updated class room teaching videos is in process. IMU batch 18 candidates have returned the books issued to them from the library.

Chef Siraj M. Shaikh, ARACAMH faculty has donated two new books on culinary art to our library. We are grateful to him for his thoughtfulness.

Books required for issuing to the new batch of GP Ratings have been ordered and will be issued immediately on receipt.

Marine Museum

In the month of December, 235 students from Eklavya School and 48 students from Mahila Samiti English School visited on 1st December. On 15th December, 33 students from Small World School visited the Museum.

On 23rd December 40 captains with their families gathered in the Campus for Master Mariners' "get together" visited the Museum. Apart from that, 119 GP Ratings and 78 CCMC students also visited the Museum on 19th, 20th and 21st December respectively.

Important Visitors December 2018

3rd December

Capt. Shashank Jahagirdar, Maersk Tanker India Pvt. Ltd. POP Chief Guest

5th and 6th December

Capt. Vernon Sequeira – DNV GL Auditor

10th December BEST Examiners for GP Ratings' "Online" exam.

1. Capt. P. K. Mishra.
2. Mr. Rajendra Kachale.
3. Mr. Santosh Gaikar.

12th to 14th December BEST Examiners for GP Oral and Practical exam.

1. Capt. Rajgopal Panigrahi.
2. Capt. Nikunj Narayan.
3. Mr. Rajendra Kumar Joshi.
4. Mr. Digambar Mishra.

12th to 19th December IMU Examiner for DNS Practical exam.

Mr. V. K. Dhanikodi.

13th and 14th December 2018, Internal Quality Auditor.

1. Mr. Kiran Lele.

13th and 14th December Scorpio Marine Management.

1. Capt. Nilesh Kawal.
2. Ms. Floyd Nitin.

18th December 2018, Anglo Eastern Ship Management.

1. Capt. Anil Rai.
2. Capt. Dhananjay Diwakar Rao Wakhle.
3. Capt. Nadeem Jainuddin Modak.
4. Capt. Gopa Kumar Damodaran Nair.
5. Capt. Kailaswarao Kalidas Merugu.
6. Mr. Sachin Gaikwad.

WORD TIPS

Slow to Open Documents in Word

by Allen Wyatt

There are times when opening a document in Word can be slow. For instance, if the document is quite large, or if it contains a lot of complex graphics, if it contains a lot of linked data from other sources, or if you have saved it quite often with Word's Fast Save feature turned on.

There are other times, however, when opening a document can be downright painful—for instance, when it takes four minutes (or longer) to open a document that is only 800 KB in size. In these instances, the reason for the slowness may not be immediately evident. This is where a little bit of detective work comes into play.

The first thing to check is whether the document is on your computer or not. If the document is on a different computer in your network, then the problem could be either the other computer or even the network itself. Sometimes, if the network is configured improperly, communication across the network can slow to a crawl. This type of slowdown should affect other programs on your computer, however, when you need to access remote data from those programs. Thus, if opening remote documents is slow in all of your programs, then you should check your network and the other computer. If you suspect this problem, you will need to chat with your network administrator to see what can be done.

If the problem is evident in all documents on your computer (they are all slow in opening), then you may want to check your virus protection software. It could be that it is slowing down opening files. The only way to determine if this is the case is to disable virus protection—at least for the length of your test—to see if the problem goes away. If it does, then you should either check with the publisher of the virus protection software for an update, or look at getting a different virus protection program.

There are other things to try if the problem is evident in all of the documents you open. When Word is not running, make sure you delete all the temporary files that Word may have left lying around various folders in your system. Look for files that end with the TMP extension, or files that begin with the tilde (~) character. If your file folders become very cluttered with these temporary files, it can slow Word down immensely. You can find out more information about Word's temporary files at this Knowledge Base article:

<http://support.microsoft.com/kb/211632>

Another thing to try is to start Word with the /a switch on the command line. This causes it to load without also loading different startup files such as add-ins and macros. If this fixes the problem, then you can bet that the slowdown is caused by one of those add-ins or macros. You might also rename the Normal.dot (or Normal.dotm) file; if it is corrupted then it can slow down response times. (Renaming the file causes Word to create a clean, fresh, empty one the next time you start the program.)

When the problem is limited to a single document, then there are a couple of things to try. First, is the file stored on some sort of removable media, such as a flash drive or other external drive? Opening a file on some removable media can be excruciatingly slow. This is not only because reading the file is slow, but because Word also tries to create its own temporary files on the removable media. This may quickly fill up the media and cause very slow response times.

Another thing to check is if the file contains lots of links to external resources. For instance, if it contains linked images, linked charts, or linked spreadsheet objects. All the links in a document are refreshed when a document is opened, and the refreshing sequence can be very time consuming. This is particularly true if the source files that need to be opened by Word (the ones containing the images, charts, and spreadsheets) are on a network drive and that network drive is either not available or suffering from slow communication speeds.

You should also open the file and check to see what template file is attached to the document. If the document is trying to use a non-existent template file, or one that is no longer accessible through a network connection, then Word may "stall" as it tries over and over again to find the template.

Finally, if the document still won't open quickly, it could be because the document itself is corrupted. You can check this out by following these general steps:

1. Open the slow document. (Maybe you will need to take a coffee break while it opens.)
2. Open a new, blank document.

3. In the slow document, press Ctrl+Home to go to the beginning of the document.
4. Press Shift+Ctrl+End. This should select everything from the beginning of the document to the end.
5. Press Shift+Left Arrow. This "deselects" the final paragraph mark in the document.
6. Press Ctrl+C to copy the selection to the Clipboard.
7. In the new, blank document, press Ctrl+V. This pastes the copied information to the new document.
8. Close the old document and save the new document.

This should clear up any corruption problems associated with a document. You will be able to tell if it solved your slow opening problem by opening the newly saved document and seeing if it opens quicker than the original one.

WordTips is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (1328) applies to Microsoft Word 97, 2000, 2002, and 2003.

EXCEL TIPS

Creating a Workbook Clone

by Allen Wyatt

Please Note: This article is written for users of the following Microsoft Excel versions: 97, 2000, 2002, and 2003. If you are using a later version (Excel 2007 or later), this tip may not work for you. For a version of this tip written specifically for later versions of Excel, click here: [Creating a Workbook Clone](#).

There may be times when you want to make a copy of a workbook, without affecting the original. Excel provides an easy way to do this. Simply follow these steps:

1. Click on the Open tool, or choose Open from the File menu. Excel displays the standard Open dialog box.
2. Select the workbook you want to make a copy of.
3. Click on the down-arrow just to the right of the Open button. Excel displays a list of different ways you can open the selected workbook.
4. Choose the Open As Copy option. Excel opens a copy of the workbook.

If you are using Excel 97, the steps are a bit different:

1. Click on the Open tool, or choose Open from the File menu. Excel displays the standard Open dialog box.
2. Select the workbook you want to make a copy of.
3. Click on the Commands and Settings button, at the right side of the toolbar in the Open dialog box. Excel displays a menu of choices.
4. Choose the Open As Copy option. Excel opens a copy of the workbook.

The workbook that is opened use the same file name, but Excel attaches some sort of phrase to the beginning of the file name, as a prefix. For instance, you might see the file name prefixed with "Copy of" or "Copy (1)." Thus, if the original workbook you selected in step 2 is named "Budget.xls," what Excel creates is a workbook named "Copy of Budget.xls" or "Copy (1)Budget.xls." If you want to rename the file, you will need to either use the Save As command, or rename the workbook after closing it.

ExcelTips is your source for cost-effective Microsoft Excel training. This tip (2232) applies to Microsoft Excel 97, 2000, 2002, and 2003.