

Tutor Talk









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**Technical Tutoring brings you this newsletter and training information
in appreciation of your business and support**

Company News

In our first six months...

-  **Entrepreneurial training graduation**
-  **Joined Town Crier Advertisers Club**
-  **Joined Blackstone Valley Chamber of Commerce**
-  **Advertisements in 4 local newspapers**
-  **3 contracts!**
-  **4 Direct mail campaigns**
-  **10 new clients!**
-  **15 new students!**

Certification

There's a lot written about certification for technical professionals. As a software user, you should know that certification exists for you as well. Microsoft offers a program called MOUS – [Microsoft Office User Specialist](#). The tests are interactive and meant to prove that you have an understanding of how to use the software. Tests are available for Word, Excel, PowerPoint, Access, and Outlook. The current cost is \$65 per test. Learn more and download a practice test at WWW.MOUS.NET

Referrals earn free training ...
spread the word about our services
and have the opportunity to improve
your skills free of charge!



**Technical
Tutoring
(508) 529-9087**

Microsoft® Office 2000



Well, it's here. People are using it. New computers are coming with it. Are you ready to make the switch to Microsoft Office 2000? I haven't used it, **yet**. I've read some articles and a self-teach book - just trying to get a feel

for the new features. Here's my recap:

In general, Office 2000 (O2000) provides more convenience features, more Web tools and Web accessibility, more language support (if you're working with other countries), a new antivirus interface and a liberated office assistant. One of the most intriguing new features for me is the new collect and paste. This lets you put up to 12 items on the clipboard and then paste them elsewhere either as a group or individually.

Within **Word 2000**, the new features boast of fonts, graphics, colors and themes to give your document a web-look, the ability to click and start typing anywhere on the page, the ability to scale pages different sizes or print multiple pages on one piece of paper. A possibly exciting feature is the ability to nest tables within each other - boasted as a great way to create a form.

Excel 2000 boasts of lighter shading for selected cells, new number formats for Euro currency, number formats with 4 digit dates, new chart types, and more powerful pivot table reports.

PowerPoint 2000 includes new views, systematic adjustment of the text and line spacing to keep it within the placeholder, formatted tables, graphic bullets, new theme templates, voice narration, and the ability to broadcast a presentation over the Internet.

Access 2000, Microsoft's database application, has grown to meet it's siblings in the Office package. It now includes additional toolbars, new automation features to clarify and repair database design and editing, tools for formatting reports and forms based on criteria, and will now allow updates to your database over the Web.

Outlook 2000, Microsoft's information management system, brings a new Preview Pane, Today view, built in rules wizard, and a quick find contact feature.

While each of these new features may be handy, many of them elaborate on features of this software suite that are rarely used now. I'll be getting the 2000 suite soon in order to keep up with what's available. Whether or not you need it probably depends on:

- how much you work within the International community
- how much you work on the Web or with others who work on the Web
- how much you use the more advanced features of Word and Excel now

Next newsletter (currently scheduled for our April anniversary), I'll let you know which of the Office 2000 features have proven most useful.

A new package called Microsoft® Small Business Tools are also now part of the Premium, Professional and Small Business Editions of Office 2000. This includes Microsoft Business Planner, Microsoft Direct Mail Manager, Small Business Customer Manager, and Small Business Financial Manager.

Office Software Tips

Word

- Typing three dashes followed by ENTER creates a single line.
- Typing three equal signs followed by ENTER creates a double line.

Excel

- When working with multiple files, use the WINDOW/Arrange option to display all open files tiled to fit the screen, tiled horizontally or vertically, or cascaded.

PowerPoint

- Exporting your presentation to WORD is a quick way to create handouts or marketing materials.

Windows 98

- Your Windows 98 Startup Disk is a key to repairing damage if your hard disk should crash. Be sure you know where to find it in an emergency!

Training Roles

There are three roles in any training scenario (any combination of which can be held by the same physical person) – motivator, student; trainer. Each of these plays an important part in successful training, before, during, and after the actual class. Remember *your role* and it's importance in the success (measured by retention and application) of training!

What Software to Use For Which Purpose

Word – A word processor with many features to create professional quality text based documents.

Excel – Help to organize & manage financial information. Also good for organizing lists such as address books.

PowerPoint – Create graphic presentations with animation and sound.

Access – Comprehensive relational database system for organizing large collections of data such as customers and inventory.

Outlook – Manages your business and personal meetings, e-mail, to-do lists, contacts & appointments.

Publisher – Desktop publishing program enabling a combination of text, charts, and graphics to become an appealing publication.

Front Page – Web page creation tool based on click & drag methodology.

Importance of the...	Before	During	After
Motivator	1	9	3
Student	7	5	6
Trainer	2	4	8

Our Services

Include:

Software Training

At your location

Materials Provided

Classes average 2 hours

Office Support

Word Processing

Spreadsheets

Presentations

Scanning/Editing

Help Desk

WORD Features used to create this Newsletter:

Word Art

Bullets

Borders

Clip Art

Columns

Formatted Text

Table

Mail Merge