



Tutor Talk

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

Company News

These past six months have been busy ones at Technical Tutoring! We have taken on several Access (database) development projects. In order to also keep up with requests for training, we've also brought an additional instructor on board.

We were also recently nominated for and accepted a listing in the National Register of Who's Who in Executives & Professionals.

We also started a new product offering – note cards, flyers, and business cards designed and printed in quantities up to one hundred.

We are apt to be adding some additional instructors, and other new services between now and our next newsletter.

Technical

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Microsoft Office

Can you believe it?!? A new version of Office is already in Beta Testing. Office 11 may hit the market this summer.

Haven't heard too much about the changes included, but one article did describe it as "a major overhaul". Sounds like most of the big changes are geared toward document sharing within larger companies that are geared toward the 'paperless' office we were all promised so long ago,.

Outlook was singled out as recipient of new organizational features, and to display multiple calendars at once. Word tables are to be improved, once again, and Excel is to include new statistical functions. Access should have improved error checking and a new option to create a back up copy.

Have you visited our web site?
www.technicaltutoring.com

Your Clipboard

Ever wonder why the paste icon looks like a clipboard? Well, for years now, we've been using the Windows Clipboard program whenever we cut or copy and paste something on our computer. The Windows Clipboard holds one item, put there by a cut or copy command, and released by the paste command or the next cut or copy command. Being part of Windows, this program makes it easy to take something from one application to another.

As of version 2000 of Office, there is now an Office Clipboard Program. The Office Clipboard holds 12 items (24 in Office XP) and has a corresponding toolbar which you may have seen pop up in the middle of your screen. From the toolbar, you can paste one or all items, empty the whole clipboard, or just view what's on your clipboard.

To view the Clipboard toolbar at your leisure, click on View / Toolbars, and choose Clipboard. Just so the toolbar's pop up action doesn't seem quite so sporadic, keep in mind that it will appear whenever you use the cut or copy command twice in a row with or without pasting in between. However, if you do anything at all between the two commands, the toolbar will not pop up.

Some Ways to Regain Your Disk Space

- 1) Use the Disk Cleanup feature available when you right click on a disk in My Computer and choose Properties. (This will only address files more than one week old.)
- 2) Delete temporary files ending in .bak, or .tmp, or starting with ~.
- 3) Empty the Recycle Bin
- 4) Clean out c:/temp and c:/windows/temp
- 5) Clean out c:/windows/temporary internet files
- 6) Remove unused programs via Control Panel / Add-Remove Programs.

Late Breaking Addition

Beware! If you want to keep current with the newest version of Office later this year, you may have to also upgrade your Windows Operating System (OS). Office 11 will only run on Windows versions 2000 and XP. Those of us that have yet to upgrade, will be forced to at some point just to stay current with our productivity programs.

SOFTWARE TIPS

OFFICE XP

Those purple dotted lines that appear in the XP version of Office programs indicate that a ‘smart tag’ exists. A ‘smart tag’ is something that is recognized by the Office program as text that might be used within other Office programs, such as a date that might mean an appointment for Outlook. You should also be aware that you can change the appearance of Smart Tags in the AutoCorrect dialog box.

Timesaver feature in Excel is found in the Find dialog box. You’ll see a new button labeled FIND ALL. Using this will expand the dialog box to show a list of all the found matches, clicking one selects the relevant cell.

OUTLOOK

To print a blank calendar page in Outlook without erasing all of your appointments and reminders, choose File / New / Folder and enter a name for the folder. Select appointment items from the File Contains drop down and answer No when prompted to add this to the Outlook Bar. This is now an empty calendar that can always be used to print blank pages.

the INTERNET

www.kodak.com and www.pictureworks.com offer options for creating electronic postcards from your digital photographs that can be e-mailed to your family and friends.

If you find that web sites are hard too read and you want to change the font, use the VIEW menu in your browser, choose Text Size and make your adjustment to either a larger or smaller font.

(See our Web Site for More Tips!)

WORD

When you use the justify setting for your text, Word automatically stretches some words to fit across the column. You can do the same thing on other text through the Spacing tab in the FONT dialog box.

EXCEL

How about adjusting columns while in Print Preview? Click on Margins and look for the small black handles at the top of the page. These are the column borders and can be dragged to resize columns as needed.

POWERPOINT

To pause your presentation without keeping the active slide displayed, press B to switch to a black screen. To redisplay your slide, press any key.

To use a digital photograph as a slide background, right click the background of your slide, choose background, then choose Fill Effects and select the Picture tab and browse to find the photograph. Click OK and then Apply as appropriate – either one or All slides.

WINDOWS

If you’re troubleshooting issues with your system, it might be best to boot in Safe Mode. While this is known to happen automatically when things go wrong, you can also force it by holding down the CTRL key as Windows loads. Safe Mode uses the 640x480 resolution and loads faster because it does not include any drivers, which also means you are limited to what you can do in Safe Mode – run your diagnostics and reboot.



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