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

Company News

I must start with an apology. I entirely missed getting out the spring issue of this newsletter in April/May this year. Life just took over and the time slipped by! So, that left me with much more material to review for this issue, so I decided to make this a double issue!

We have a new instructor on board since the last newsletter. Many of you have already met **Ron Feather**, as he has been a great help in keeping up with class requests while I tended to two different Access Development contracts this year. Christine Gaudette is no longer teaching class for us as another opportunity attracted her. I thank her for her assistance and know that her classes were much appreciated by several of you.

It's wonderful to plan ahead for a five-year business celebration in the spring of 2004. Sincere thanks to each of you for the part you played in helping us to make it to this milestone!

We have added some new technological toys to our office equipment. We now have a business card scanner and jump drive to experiment with and will soon be adding a folding machine. As always, all of our office equipment is available for projects on behalf of our clients.

A couple more of our latest escapades and plans are outlined inside this newsletter – an upgrade to Windows XP and possibly a classroom in our future.

With Gratitude For You Always,

Seema Kenney

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www.technicaltutoring.com



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

Office 2003

Wow! MS Office Software keeps getting bigger! On October 21, 2003, there will be a big kick off in New York City for the latest version – Office 2003. It will be on new PCs even earlier and is already being advertised. (Full version for \$450; upgrade for \$290; individually \$200). Buying Office XP between 8/15 and 11/30 entitles you to a free (you pay \$12.95 shipping) upgrade by mail when 2003 is released.

You will find both new features and new programs in Office 2003. Overall new features/changes include new icons, XML capabilities, modified toolbars & dialog boxes, and rights management. Extensible Markup Language (XML) makes Office 2003 able to communicate with other applications. Rights management lets the author set policies on reading, copying and printing privileges that accompany the document.

New programs that are now part of this software suite are **OneNote** and **InfoPath** (this may be for volume purchases only). OneNote is an organizational and note taking tool. Described as helpful for those with tablets or other equipment that allows for handwritten input to the PC. InfoPath allows development and use of dynamic forms to use throughout an organization. (Both of these seem more appealing to a large organization than a single home user.)

Before making that final decision to upgrade, you will also want to consider that Office 2003 requires a minimum of Windows XP as your Operating System. There are 16 different editions and 15 stand-alone Office products, so researching is definitely called for before you purchase – be sure to check the version offered with a new machine as well!

Individual Program Enhancements:

Access	Back up to a remote location; added smart tags
Excel	New List toolbar; workgroup collaboration tools
FrontPage	Split pane for HTML and WYSIWYG; optimize HTML feature
Outlook	Gets a major makeover; added smart tags; Spam filtering
PowerPoint	Displays movies in full screen; can package presentation to a CD
Publisher	Web site building; catalog merge tool; simplified start screen
Word	New research pane; editable Reading view; compare side by side

Smart Tags

We've already talked about Smart Tags as one of the enhancements in Office 2003 for some of the products. They actually first arrived in Office 2002/XP in Word and Excel. Smart Tags are actually part of the family of Auto Correct tools provided in Office.

After you have typed certain types of text, leaving the cursor over what you have typed may lead to the appearance of a Smart Tag. For instance, if you type a date, the Smart Tag, or small icon, will appear.

Move the cursor to the icon and click the down arrow to open the menu of options now available. Because you typed a date, one option will be to Schedule a Meeting. Choosing this option will open an Outlook form.

Now that we are adjusted to the red line indicating 'not in the dictionary' and green meaning 'broken grammar rule', the purple dotted line means 'smart tag available'.

Use the Tools – AutoCorrect Options – Smart Tags tab to activate or customize Smart Tags within your installation of Office 2002/XP. There are also additional Smart Tags available for installation via web downloads.

Windows Upgrade

I finally took the plunge & upgraded my office system to the Windows XP operating system (OS)! (The software only sat in my office for 18 months.) I knew it would take a long time to actually perform the update and finally gave in and had someone do it.

Many, many thanks go to Don Danforth at **OnSite Computers** for his work in actually upgrading my machine! It wasn't as scary to get started after the upgrade as I thought it might be.

A few things needed to change, a couple of programs were re-installed, but Don handled the major issues. Those revolved around the other hardware in my office and it's ability to be compatible with Windows XP. The printers, the hand-held, the scanner, the Internet service provider all had to be researched and most needed new drivers to be compatible with the new Operating System.

I guess the biggest adjustment since the upgrade was getting used to the new location for some of the files. The top-level document folder is no longer My Documents. It still exists, but it's a third level folder now, under Documents and Settings/<my username>/. Some program settings may have to be adjusted for this change as well.

Anti-Virus Software, Updates, and Files

Having an anti-virus software package is the first step in protecting your hardware, software, and personal files. Updating the software regularly, or having the software update itself, is a continuous step in protecting your investment and work.

Since opening a file can be the start of a virus, you need to be aware of file extensions and what they can indicate. If you can't see the file extension, you'll need to adjust your settings (Control Panel – Folder Options – View tab – uncheck the option Hide extensions for known file types) to make them visible. (This list copied from *Smart Computing*.)

Use Caution With These File Extensions...		
Extension	File Type	Notes
.ASP	Web page file	Can sometimes carry harmful information.
.DOC	Microsoft Word document	Not damaging in itself but can carry a macro that can do damage.
.HTM	Web page file	Can sometimes carry harmful information.
.HTML		Can sometimes carry harmful information.
.LNK	Internal link to another file	Could point to a damaging program
.URL	Web page link	Could point to a damaging web page (very rare)
.WK1	Lotus 1-2-3	Could carry harmful macro; also WK3, WK4, WKS
.XLS	Excel Spreadsheet	Could carry harmful macro
Don't open these unless you're positive they're harmless...		
.PIF	Program	Popular for the SirCam virus
.EXE	Program file	One of the most popular
.COM	Program file	
.VBS	Visual Basic Script	Recently very popular
.BAT	Batch file	Rare
.BIN	Mac Program	
.DOT	Document Template	Could set up a macro in word that's damaging.
.REG	Registry file	Could modify important system settings.
.JS	JavaScript	Script could contain damaging items.
.SCR	Screen saver	Could be a program in disguise.
.XLM	Excel Macro	Could contain damaging instructions.

Software Tips

OFFICE 2000: Changing how you view web pages will affect the display of HELP – use Control Panel – Internet Options – General tab – Accessibility – check off to ignore font sized specified on Web pages – click OK

OUTLOOK: Print both the message and attachment – Select or Open the message, choose File/Print. In the print style box, choose Memo Style. In print options, select Print Attached Files with Item. Click OK.

WORD: You can change the grammar rules used by WORD – Tools/Options – Spelling & Grammar – drop down for “writing style” – choose one of the five – click OK.

EXCEL: Naming your cells can make reading and writing formulas much easier! Select a cell or range, click on the name box at the left of the formula bar, type in your name and hit the Enter key. Use the name you entered in your formulas.

POWERPOINT: Use Ctrl-Home to jump right to the first slide in a presentation or Ctrl-End to jump to the last slide while editing.

WINDOWS: In 98 or better, don't forget the show desktop button on the Quick Launch toolbar – click it once to see your desktop, click it again to restore your open windows.

Use your mouse wheel to zoom in or out on your display – Hold down Ctrl and move the scroll wheel.

QuickBooks: Being paid is an important part of any business. Don't forget about the Write Letters option in the Company section – several templates are available, including that difficult collection letter!

See the next page and our Web Site for More Software Tips!

Other Interesting Articles on Hand

*(Call or e-mail us if these
interest you too!)*

Digitizing your record albums
or cassette tapes.
The new Mozilla browser – is it
better than Internet Explorer?
Several articles on using Ebay.
Voice recognition software.
Emerging mobile technology.

Comment [U1]: Changed this to brown from yellow because of printing on laser rather than inkjet
9/17/03

More Software Tips

Several of these Tips were intended for the **2002/XP version of Office**, but they may work with the older versions as well.

OFFICE XP: Display the contents of your clipboard from the keyboard – Press Ctrl-C and hold the Ctrl key long enough to press C again.

Access: If you want to see the records impacted by an action query before running it, use the Datasheet view.

If you're editing a record and want the default value to be entered, press Ctrl-Alt-spacebar.

WORD: To see the formatting associated with particular text, Highlight the text; select Format/Reveal Formatting. The Task Pane will display the font, language, alignment and indentation information.

OUTLOOK: If you keep Outlook open all day, you might find it handy to add a Web Page you view often to the outlook bar. Choose Actions / Add a Web Page.

(See the other side and our Web Site for More Software Tips!)

EXCEL: When you enter a function, a ToolTip is automatically displayed below the active cell listing the arguments for the function you're working with. Click the function name in the ToolTip to go right to HELP on that function. To edit the value of an argument, click the argument in the ToolTip.

If you need to put two text strings together in a single cell, it's call concatenating. Don't worry about learning a fancy function to do this. Let's say you have first name in cell A1 and last name in cell B1 and want the full name in cell C1. Click on cell C1 and enter =A1&B1. The ampersand (&) indicates that you are putting text together rather than numbers that use the plus sign (+).

WINDOWS XP: Have a microphone? Why not send sounds with your e-mails? Start – Programs – Accessories – Entertainment – Sound Recorder – these steps will open a program for recording that works like a tape recorder and then saves a .WAV file that can be attached to your e-mail.

Finding files is a little more cumbersome in XP. Next time you search for something, when Rover appears, click Change Preferences; click Change Files and Folders Search Behavior. Check the button marked Advanced, click OK. Next time you open Search, it will work

more like it did in older versions of Windows.

Backing Up to a CD-R or CD-RW

It still amazes me, but many new machines are being delivered these days without a floppy drive! So, I thought I would share here some quick step instructions for burning a CD. These are based on using the Easy CD Creator Software that comes with many CD Drives.

- 1) Open Easy CD Creator
- 2) Load a blank disc
- 3) Click Make a Data CD
- 4) Click Data CD Project (this opens an empty CD ROM layout screen)
- 5) Select the folders & files you want on the CD
- 6) Click the ADD button in the center of the screen
- 7) If needed, repeat steps 4 and 5 until all your folders and files appear in the CD Layout display
- 8) Click the RECORD button to begin the recording process
- 9) Verify the settings & number of copies
- 10) Click START RECORDING!

Be aware that many times when files are written to a CD they are protected as READ ONLY. Therefore, in copying them to another system or retrieving them from back up you may need to use their properties to make them modifiable.



Tips for a Secure Home Network

(Adapted from PC Magazine)

- 1) Make sure to install virus protection software on all PCs on your network and make sure they are updated as routinely as possible.
- 2) Enable Microsoft file and printer sharing with extreme caution. If you set permissions incorrectly, outsiders can locate your PCs more easily and gain access to files on your hard drives. Consider enabling port blocking on your firewall.
- 3) If you have children using your network, consider setting up some form of Web filtering through a firewall.
- 4) If you choose a hardware firewall, make sure it includes Stateful Packet Inspection (SPI). SPI inspects the content of packets (not just the source and destination addresses and ports) to determine whether to allow them access to your network.
- 5) If you're building a wireless network, be sure to turn on WEP (Wired Equivalent Privacy) on your wireless router or access point.
- 6) Periodically check for heavy traffic on your router's LEDs and whether each PC's log files contain new entries you are unfamiliar with. These factors could indicate that someone has hijacked your PC.
- 7) At night, shut off your wireless router and your PCs. What is not available cannot be hacked!

Even if you're
on the right track,
you'll get run over
if you just sit there.
- Arthur Godfrey

Group Classes

We're investigating a
site for group classes
of 2-6 students. Same
materials & instructors on
a published schedule -
mornings or afternoons
\$100 - \$150 based on
the class level

TechTutor@Watchmail.com