

Tutor Talk

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

Company News

Well, here we are – the start of a new calendar year and lots of excitement ahead of us! We're approaching our fifth anniversary and for that we owe each of you a big THANK YOU! It's been quite an adventure and a big change from my 17 years in the corporate environment.

Our most significant plan for this year is the opening of a small classroom in Hopedale. To start off, we will be offering overview seminars on Wednesdays. We have chosen four topics that are full of questions so each can be an interactive session between audience and facilitator! Our initial offering will be seminars on Outlook,

Access, QuickBooks, Advanced Office Features, and Burning CDs. The intent of each seminar is to provide information and answer questions. The seminars will be facilitator led, using PowerPoint and the software under discussion, and handouts will be provided.

We hope to add group classes to this schedule later in the year, covering topics like Windows, Word, Excel, and PowerPoint.

With Gratitude For You
Always,

Seema Kenney



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

**Challenges are stepping
stones or stumbling
blocks.**

**It all depends on how you
see them.**

[Have you visited our web site?
www.TechnicalTutoring.com](http://www.TechnicalTutoring.com)

Linux

Well, I'm still not ready to take the plunge and try this alternate Operating System on my computer, despite 6 years of being asked to by colleagues. However, if you are tired of Microsoft, the cost, the inflexibility, the patches, etc, this might be something for you to look into.



Linux is 'open source' software that performs tasks like those you currently use Windows for. The difference is that instead of being created by paid programmers and released on a corporate timetable, Linux is created by a growing community of programmers on the Internet. There are no secrets about the workings of Linux, anyone with the knowledge or persistence can figure out how it works and make changes to it.

Here are some of the reasons people have used to convince me to try Linux. It's NOT Microsoft. It can be free. Upgrades are always available (no waiting for patches). It runs on older machines. It's reliable. It's a political statement against Microsoft. Of course, there are versions of Linux commercially available, but all must remain as 'open source'.

For more information on Linux, check out www.linux.org. For the commercial aspect of Linux, there's www.redhat.com, www.debian.org, and www.caldera.com as well as several books, web sites, white papers, and manuals available to provide additional history on the product and answer questions.

Keyboard Shortcuts for Windows and Office

Ctrl S – save current document
Ctrl P – prints current document
Ctrl A – selects all files in current window
Ctrl B – bolds selected text
Ctrl I – italicizes selected text
Ctrl U – underlines selected text
Ctrl Z – undoes last operation
Ctrl Y – Repeats last command
Ctrl Esc – Opens Start menu
Tab – Moves to the next field, etc.

Alt ↓ – open a selected drop-down list
Enter -clicks the outlined button
Esc – performs same command as Cancel
F1 – Opens Help menu
F3- Opens find window in Windows Explorer
F4 – Opens the drop-down menu
F5 – Refreshes current window
F10 – Selects the Menu Bar. Use arrow keys to navigate the menus.
Shift F10 – same as right-clicking the mouse

Software Tips – Use Color!

Word – instead of just using ClipArt to spice up your documents, why not use AutoShapes to create the look you need? AutoShapes are on the drawing toolbar and include arrows, hearts, flowchart symbols, and thought bubbles. Select the shape you want and then click and drag in your document to ‘draw’ the shape!

Put captions on your graphics or tables within your document – right-click to select the object to have a caption and choose Caption. You can accept the default value or enter your own preferences.

PowerPoint – (et al) – ever try to rotate or flip a graphic only to be disappointed that the feature is not available? Make it available by selecting the graphic, choose Ungroup on the draw menu, and then choose Group. This changes the graphic to a drawing object eligible for more manipulation.

Access – Pop-up tips are great for displaying field information and reducing form clutter. This property is found on the ‘other’ tab in the property box for each control.

Excel – charts add a lot, but why settle for the same old bars on your charts? Select your data series by right clicking on one bar, then choose Insert / Picture / From File and locate a graphic file. Your graphic will be substituted for the traditional bars in your chart for the selected data series.

Scenario Manager makes automating your what-if tasks easier. Store different sets of values for the same variables and give each set its own name! This feature is accessible from the Tools menu.

In version 2002 you can add color by changing the background color of a sheet tab. Right-click the sheet tab and choose Tab Color, pick from the palette, and Click OK

Outlook – You don’t need to open a message to view an attachment within Outlook. Right-click on the message title and choose View Attachments and then the name of the attachment.

Find all your messages about the same topic quickly – select one of the messages then choose Actions / Find All / Related messages. All the related messages will be listed on the Advanced tab of the Find box. (only works in the Inbox folder) Just double click to open any of the messages.

Technical Tutoring Seminar Schedule:

Every Month		Wednesday
Week 1	9-11	Outlook
Week 2	9-11	QuickBooks
Week 3	9-11	Access
Week 4	9-11	Adv. Office Features
Week 5	9-11	Burning CDs

**Call us about other topics or scheduling needs.
Seminars Start on Wednesday, March 3, 2004**

**More information available on our web site:
www.TechnicalTutoring.com**

Offering...

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