



Tutor Talk

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

Company News

I don't know where the time has gone because it doesn't seem like enough has happened with the business to be doing another newsletter!

The one thing that I do know has happened in the office is that I've compiled a new textbook. This one is on digital photography. It gives suggestions on picking a camera, taking photos, editing your photos and then sharing and storing your digital photographs.

A special thank you to Holly and Jackie who have now been running their offices of Technical Tutoring for over six months! It seems amazing that so much time has passed since we first started talking about these additional locations! And, of course, the offices wouldn't be successful without the local people who responded to our offers of services.

With Gratitude For You
Always,

**Seema, Holly, &
Jackie**

Have you seen our web site?
www.TechnicalTutoring.com



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Windows Update

Well, it's still a year away, but we all know how quickly that time will pass. The new version of Windows is now out for Developers to try. It's now called Windows VISTA, due in stores in late 2006. According to some, the new name goes with the new view the user is given with sharper graphics.

As part of the new graphics, you will now see thumbnail (tiny) versions of your documents as the icons rather than a plain sheet of paper. Folders will also start to visually display their contents – at least if there are more folders or just files. In addition to better graphics, Vista has expanded to include context sensitive search windows everywhere it can.

One article talked about a Microsoft Executive who synopsized the goals for Vista as 1) efficiency & reducing defects, 2) increasing confidence of the user community, and 3) improve the user experience.

Along with Windows Vista is being unveiled version 7.0 of Internet Explorer, said to run in a more 'locked down' state to help with the many security issues that have been reported over the years.

Overall, the opinion of the first viewers of Vista is that there is a familiar surface with several changes on the inside that are meant to please developers.

Office Update

Not to be left behind it's companion software, Microsoft Office is also due for an upgrade in late 2006. This one professes to include new file formats (although the old ones will still be accepted) that use the XML tools from Office 2003. There are also supposed to be additional ways to integrate the varying communication methods used today, including Instant Messaging, phones, e-mail and web portals. One article I read indicated (and I find it hard to believe this came from anyone at Microsoft) that the new version will help users to make use of features and tools they didn't discover in previous versions of Office Products. Well, I'm ready for that challenge, that's usually my typical reaction to the 'new features' list of any Office release – just bringing forward things that were already there and few of us knew how to use.

Software Tips

EXCEL

- To quickly double underline the contents of a cell, simply press the [Shift] key and hold it down then click the Underline button on the toolbar
- 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 then pick from the palette and click OK

POWERPOINT

- Align multiple graphic items on a slide by selecting them as a group (use the Shift key) and then use ALIGN from the Draw menu.
- Exporting your presentation to WORD is a quick way to create handouts or marketing materials.

ACCESS

- When you rearrange columns in Datasheet view, whether you save it or not, the order of the fields in Design view does not change. To move columns in Datasheet view, select the column by clicking its heading then click the heading again and drag the column to your preferred location and release the mouse button.

WORD

- The PICTURE tab in the Format/ Picture dialog box allows you to set the color of the selected picture to WATERMARK. This places a 'faded' version of the picture on your page, which can then be moved to the back from the Draw menu.
- In most Office programs, if you have multiple files open and want to close them all quickly, hold down the SHIFT key while clicking on the FILE menu. The Close option will now say CLOSE ALL.

OUTLOOK

Your contacts become easier to work with if you understand there are different views available. When looking at your contacts, use the VIEW menu and choose CURRENT VIEW. You will see a list of several options for listing your contacts. If you have several contacts at the same company, the BY COMPANY view might be useful. Each unique company will be listed in its own gray bar with a plus or minus sign on the left. Click the plus sign to expand the listing and see everyone for that particular company

Software Tips

Microsoft Office

Auto correct is a feature that is used by all components of Microsoft Office. This is the feature that causes the red squiggly lines thought to indicate a 'typo'. What those red lines actually indicate is that the combination of characters you've typed is not found in the current dictionary. If the set of characters is accurate for your terminology, eliminate the lines now and in the future by adding the 'word' to the dictionary! Simply place the mouse over the characters with the red squiggle, click the right mouse button and choose Add from the pop-up menu. That same set of characters should never again show up with a red squiggle! As a bonus, you can add other items to AutoCorrect via the Tools menu. For instance, if the name of your company or person you work for is long, you might consider adding an abbreviation to AutoCorrect so that every time you type the abbreviation, the system automatically expands your entry to the longer name or phrase. For instance, I've added 'tt' to be replaced by Technical Tutoring, which saves me 16 keystrokes every time I need to type the name of the company! This is extremely beneficial when you realize that Word, Excel, PowerPoint, Access and Outlook use the same dictionary!

The Internet

I first learned of this new item through a creative Boy Scout in Troop 132 in Upton. Now, my son has downloaded it to my machine and we're having fun exploring the world – Google Earth. This is a special search engine that looks through a list of satellite photos to bring you a view from space of your requested address anywhere in the world! Not all the photos have the same quality resolution, but we've had a lot of fun looking at our childhood homes, relatives' homes, or other sites from our past or our dreams – I hear the photos of the Grand Canyon are really terrific! The initial download is free, but there is a subscription service that includes more features for a fee, one of which allows you to provide satellite directions to your guests with lines you've drawn to guide them.

See our web site for additional software tips:

www.TechnicalTutoring.com

QuickBooks Features

Well, it looks like it might be time for me to upgrade my QuickBooks software. So, I went looking for what some of the new features are since my 2002 version. Here's what I found:

Added features in the PRO Version of QuickBooks:			
2003	2004	2005	2006
Automatic budget creation	Easier reconcile and undo reconciliation	Print envelopes from forms	Simplified Home Page
Form customization options	Email forms and reports as PDF's	Print shipping labels for FedEx and UPS	See account details and a complete transaction history for any customer or supplier in two mouse clicks or less
Shipping Manager	Manage loans	Improved downloading of banking and credit card transactions	
Track Income and Expenses by Class	Project cash flow	State forms for payroll	

Sharing Outlook Amongst the Family

If you have Windows XP, everyone in your family can use Outlook by setting up separate user accounts within Windows. However, if you want to share a common calendar for family events, you should create a second Personal Folders file by choosing File/New/Outlook Data File. It's best to store this in an area available to all users such as C:\Outlook. Once created, you'll need to add folders for the type of data you plan to enter – right click on the top folder in the new set of Personal Folders, select New folder, and choose the data type (calendar, task, etc) from the box called "Folder Contains" To make the shared folder available to all users (in Windows XP), you'll need to log in to each account and open the new folder by choosing File/Open/Outlook Data File. Be aware that syncing with a handheld device will not update the new, shared file, only your personal file unless you purchase a separate software package.

Troubleshoot Your Printer

USB 1.1 vs 2.0

Here are some basic guidelines of things to check when your ink-jet printer just doesn't want to cooperate:

- Connectivity –
 - Is it getting power?
 - Is the cable connected?
- Applications –
 - Can you print from other software?
- Status –
 - Is it paused?
 - Will a test page print?
 - Is it on-line?
- Paper –
 - Loaded properly?
 - Check the print path
 - Check the feeder
 - Check the paper type
 - Check the paper weight
 - Is it overfilled?
 - Is the paper curvy?
- Ink Blots –
 - Purge the ink cartridge
 - Clean the ink cartridge
 - Test the printer
- Clogged Cartridge –
 - Force the ink out
- Carriage –
 - Is it blocked?
 - Is it damaged?
 - Are ribbons/cables okay?
- Print Quality –
 - Prime the cartridge(s)

USB 1.1 and 2.0 connections are physically almost identical, but their speed differs significantly. USB 1.1 is the original version, while USB 2.0 arrived in 2004. USB 1.1 handles 12Mbps of throughput while USB 2.0 handles 418Mbps, making it similar to fire Wire.

You can connect a USB 2.0 device to a USB 1.1 port without damaging the equipment, but making the device work properly on the slower port is another story. This is especially true for devices that depend on the higher throughput for them to function, such as CD/DVD rewriteable external drives.

FOOD FOR THOUGHT

“The truth is that there is nothing noble in being superior to somebody else. The only real nobility is in being superior to your former self.”

*Whitney Young
Civil rights leader*

A true friend knows your weaknesses but shows you your strengths; feels your fears but fortifies your faith; sees your anxieties but frees your spirit; recognizes your disabilities but emphasizes your possibilities.

*William Arthur Ward
Educator*

The Options Dialog Box

In any Microsoft Office application, if there is a good place to learn to explore, it's the Options Dialog Box. This is the 'control panel' for the particular software – Word, Excel, PowerPoint, etc. – and sometimes for features that are shared between the components of Office.

The Options Dialog box is typically found by clicking on Tools / Options. In here you can 'flip switches' to turn features of the software on and off to meet your personal preferences. Or, reset some of the factory settings to better meet your work habits.

For instance, if you only have five spreadsheets that you ever use in Excel, wouldn't it be nice if they all showed up on the Recently Used Files list? In the Options Dialog Box, you can reset the number of files that appear in the Recently Used Files list to whatever suits your needs (5, in my example).

This is also the dialog box where you can reset the default location for storing your files – change it from My Documents to a network drive, or a specific folder within My Documents, as you see fit.

I typically suggest that you explore this area by trying out changes to a few features and keeping track of what you changed when. If you change something and find that the results don't meet your needs, you can open Tools / Options again and change the setting back to it's original value.

Some of the most common things to change for Word and Excel in the

Options Dialog box are:

- Number of Recently Used Files
- Default file locations
- Default font and size
- AutoCorrect handling of typos
- Tool tips
- Auto Complete
- Colors
- How to format
- How to edit
- How to print
- What to display
- Styles for documents
- Calculations

Take control of your work area and make these programs work the way you prefer by exploring and changing Tools / Options!

Thank You!

We are so fortunate to have the support of so many family and friends. Not to mention the many clients who have become friends through our work together! It is because of you that this business was started and on your behalf that we keep growing our knowledge base in order to share that knowledge with you, as you need it. Please know that your circumstances are confidential with us, but your friendship and success will always be the public declaration of **Technical Tutoring!**

Remember our 6th year special: refer 2 people who take 2 hours of class each and get 2 hours FREE!