



Tutor Talk

Volume 8 Issue 1

May 2006

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

Company News

As some of you in the area of our Marion office know, Holly is expecting her third child in a few weeks. I'd like to take this opportunity to wish her and her family the best as they welcome their new bundle of joy.

I think the focus for the summer months for Technical Tutoring is going to be working on updates to our manuals and course listing. Not all of our manuals are updated for version 2002/XP of Office, so there's plenty to do to get them up to version 2003 before the next release is available in stores! This should also help prepare us for putting some of these manuals on-line for sale and downloading over the Internet.

We will also look into expanding our course offerings to include other programs or computer related items that some of you have asked about. Looking into free-ware Office Productivity software may even hit the priority list!

It's very hard to believe that I've been doing this for over SEVEN YEARS now! Thank you to everyone for their support and patronage. I do enjoy meeting so many different people and seeing how many ways there are to use the same software to accomplish one's goals!

With Gratitude For You Always,

Seema & Holly

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



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VISTA – the new Operating System

A new version of Windows is due out later in 2006. While it's not finalized, I've read several articles on it and wanted to share some of that information with you. If your family is like mine, with a child looking for a new computer for college, there are some things here you might need to consider:

Interface makeover – Icons have received a complete makeover, and their sizes are completely customizable; the Start Menu is completely reorganized so that it consumes less screen space when you open All Programs; the edges of windows and colored background menus are given a translucent, smoked glass look that lets you see through to windows that are open underneath; Vista's sidebar feature displays a vertical column on the side of the screen that contains customized information; it handles pictures and video files much better than WinXP does; generates thumbnail images for each picture or video and uses those for icons; includes an integrated photo organization tool called Windows Photo Gallery; Vista now gives you a complete overview of your computer hardware and its status

More Control – Parental Controls put essential tools for locking down a PC at parent's fingertips providing the ability to restrict by program or by time limits; generates activity reports that let you know exactly what your kids have been up to during their computer time; Vista's search functionality has been redesigned from the ground up.

Getting Online – Vista has the best networking capabilities of any Microsoft OS; Internet Explorer will be upgraded to version 7.0 with a revamped Network Center; the final version should include a superior firewall and built in antispyware

And More – Vista comes with a variety of preconfigured virtual folders and you are also free to create your own virtual folders; Vista also supports full-volume encryption; and laptops benefit from a new Sleep state.

Hardware – to get the full benefits of Vista, there are some serious hardware requirements above WinXP. You will need at least 512MB of RAM (some are recommending 1GB or more), a dedicated graphics card that supports Microsoft's DirectX 9.0 technology and at least 64MB of graphics memory; people are guessing it needs a processor speed of 2GHz minimum. Most machines purchased in the past two years may handle Vista fine, provided they have a separate video card, although it may not work optimally.

New Items Included – Windows Defender is the new name for Microsoft antispyware; integration means that you'll get updates via Windows Update and Automatic Updates. Included with Defender is Software Explorer which lets you easily examine things like programs that start automatically with Windows. Windows Calendar sounds like a version of Outlook although I have yet to read that the two will integrate. Windows Photo Gallery pulls together a wealth of options for picture management including basic editing functions and a new photo-printing wizard. Sync Center provides a one-stop location for synchronizing your PC with the many devices that connect to it. Windows Transfer is a tool that makes the migration process faster and more streamlined – letting you migrate all crucial data and settings from one computer to another.

Replaced – Outlook Express is replaced by Windows Mail.

Upgrading to new software is always a tricky decision. Here are some questions to consider in making your own decision:

Can your PC accommodate an upgrade? (Click Start / All Programs / Accessories / System Tools / System Information to see what hardware you currently have.)

Do you need more from Windows? (Look at the programs you own and the way you use your PC – does the whole fall short of what you need?)

How Old is Your PC? (If your machine is ready to be replaced – why not just wait until you buy a new one?)
How Much do you Value Familiarity? (An upgrade to Vista requires a willingness to recognize new icons and learn new paths to trusted tools.)

How Much Do You Value Stability? (Assume that the initial release will have its share of shortcomings and it may take years for them to be

Here are some scenarios that may help you make your decision about upgrading:

identified and fixed.)

10 Upgrade Scenarios	
Scenario	Get Vista?
I'm buying a new PC	Yes
My PC Is more than 2 years old	No
My PC is one year old, and I plan to use it for at least three more years	Yes
My PC is one year old, and I plan to use it for one or two more years	Maybe
I really like WinXP and it meets all my needs	No
I value stability and hate change	No
I live life on the cutting edge, especially when it comes to technology	Yes
My employer has issued a goal to be 100% Vista in one year	Yes
My employer has no plans to upgrade to Vista	No
My employer is me	Maybe

What's Really Running on your PC?

If you've noticed that your PC has become a little sluggish or seems to freeze or crash more often, it might be time to check what happens when you Start Up your machine.

Many programs make themselves part of your startup, loading automatically in the background as Windows boots. These programs gobble up their share of memory and other resources right at the beginning, leaving less for other applications.

One obvious way to see how many startup programs your system loads is to glance at the icons sitting in the System Tray (near the clock on the task bar). However, startup programs also hide in your Windows Startup folder, your Registry, and other sneaky places. If you use Windows XP or 2000, you can view a list of your startup items and see how much memory each one is using by pressing Ctrl-Alt-Delete to open the Windows Task manager. Choose the Processes tab and scroll through the list of file.

Some programs make sense to have start up automatically – antivirus, antispyware, and firewall applications need to protect you immediately. Some toolbars enhance your computer time. Some programs load so they can check the Internet for updates to be installed. Others load just in case you need them later.

System Tray – hover your mouse pointer over each icon and a small window shows you the name of the program. Often, you can right click an icon to display a menu of commands, one of which

may be for Preferences, allowing you to change the startup mentality.

The Source- when you have a program open, see if it has a Setup or Preferences command that will let you deselect the startup option.

Mscconfig – Windows system configuration utility, msconfig, can help you hunt down your startup items. Open the Start menu, choose Run, type msconfig in the Open field, and click OK. Choose the Startup tab and see a list of all your startup items. Review each item and its command path. To prevent an item from loading, deselect its checkbox (to be safe, only disable one item at a time), and click OK. Restart Windows and confirm that you've made changes to the way Windows starts. Make sure you don't see any error messages when Windows starts, and then launch the program related to the startup item you just disabled to be certain it still runs properly. If needed, you can repeat the process and enable the program again as part of startup.

Here are some websites that will help you to identify some of the cryptic file names you're sure to encounter in msconfig:

Sysinfo.org/startuplist.php

windowsstartup.com/wso

processlibrary.com

answersthatwork.com/tasklist_pages/tasklist.htm

Some programs will sneak back into your startup so you may need to make this a routine exercise to maintain your machine's speed!

Software Tips

ACCESS

- If you create text boxes but rarely use the accompanying label component, you might want to know that you can eliminate creation of the label portion before you add the text box. Click the Textbox control on the Toolbox, then click the Properties button and locate the Auto Label property and change the setting to No. Now click inside your form to position your text box, with no label component.

The Internet

- Phishing is an established part of computer life – email messages that seem to come from banks and other companies – the idea is to trick you into going to a web site, that looks like the real one, and entering your account details and password. Once the bad guys have that info all sorts of trouble can ensue. Fortunately for us, many of these messages use either standard expressions about the need to “verify your account details” or use poorly written English so many of them can be detected. Phishers have spread their traps beyond banks and are now trying other places where, if you give them access, they can get your credit card or other details – beware!

OFFICE

- Version 2003 includes Smart Tags (purple squiggly lines). These show up when Office thinks there is something to be connected in various parts of the Office Software suite, such as a name in a word document that should be entered into your Outlook Contacts.

EXCEL

- It's one thing to lock a formula to prevent changes. It's quite another to hide the formula all together, but it can be done! Select the cell with the formula and then choose Format / Cells and switch to the Protection tab. Select the Hidden check box and click OK. Now you must activate worksheet protection – Tools / Protection / Protect Sheet. Change as needed and click OK. Your formula bar should now remain empty when the cell is selected.
- You can change many things about Excel – including the fact that a double click opens the cell for editing. Choose Tools / Options and click the Edit tab, deselect the check box labeled “edit directly in cell” and click OK.

Software Tips

WORD

- Word automatically saves information such as the author's name in your documents. If you'd like to share your documents without sharing your personal information, Choose Tools / Options and click on the Security tab. In the privacy options panel, select the Remove Personal Information From the File On Save check box and then click OK. A great idea if your document will be on the Internet!
- AutoCorrect is designed to help automatically correct common spelling errors and capitalization typos. You can add entries to the AutoCorrect table to fix your most common spelling errors or to have Word recognize your common abbreviations.
- Setting up a different header or footer for the first page or for even and odd pages requires two steps. First, use File / Page Setup / Layout and check the appropriate box for different first page or different odd/even. Second, use View / Header and Footer to enter your desired text and formatting. Note – you should already have two pages of text before entering your header or footer or you'll be repeating step 2 after the text is entered.

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- At the bottom of the vertical scroll bar (typically on the right of your screen), there are three buttons for browsing.
 - The top button, looking like two stacked triangles pointing up, typically takes you to the previous page.
 - The bottom button, two stacked triangles pointing down, typically takes you to the next page.
 - The center button, when clicked, presents a pop-up palette of things to browse for. Pointing at any one of the items will display text explaining the browse for item (page, section, comment, etc)

See our web site for additional software tips:
www.TechnicalTutoring.com



*Nobody will
believe in you unless
you believe in
yourself.* — Liberace

Office 12 - 2007

Not to scare anyone, but sometime in 2007 (probably Fall) there will be a new version of Office from Microsoft. I have several pages of information from those who have reviewed early Beta versions, which are sure to change in the next year.

Office 12 combines the menus and toolbars into a single interface. No longer will toolbars be an abbreviated version of what you get on menus. The commonly used options are now on a section of the screen with more detailed dialog boxes available from options in the same interface – many more pull-down menus and controls on what some will call an expanded toolbar.

Word, Excel, PowerPoint, and Access will have a new user interface. Outlook gets a partial new user interface. OneNote is much improved. Access gets a major makeover in many ways while Publisher, Project and InfoPath don't see the new user interface. FrontPage is being split into two separate products – SharePoint Designer 2007 and Expression Web Designer.

Since 22% of a survey group said they still use version 2000, it may be that you'll only get Office 12 if you buy a new machine in 2007/2008. If it works, why change it, right?

Laptop Allowance

(adapted from INC Magazine, February 2006)

Companies who provide laptops to employees should expect, by now, that some personal files will end up on that corporate asset.

Research firm Gartner predicts that by 2008, 10% of companies will provide workers with a stipend to buy laptops that they will carry between work and home.

Martin Reynolds, a Gartner analyst, suggests that the declining cost of laptops makes it feasible to ask employees to buy their own, as does the technology that allows one machine to be segmented so that personal and business applications are compartmentalized. Security will remain a concern, but many firms already tackle this issue as employees dial in to a network from home.

This is similar to what we're seeing at universities that have mandatory laptop programs for students. Some guidelines are likely, but it's just as likely that an employee might purchase a nicer machine knowing that the company is paying for part of it!



Note Cards & Invitations



Have a Spring Event this June? We'd be happy to help design and print a very special invitation or note card to commemorate the event. Father's Day and Graduation are more special with a personalized invitation or thank you note. We can include photographs or other personalized graphics and a proof is always provided before the order is printed!

