

 **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, half way through our tenth year! A lot has changed since I started thinking about this business when being laid off in 1998. I've decided that the winter lull over the holidays will be a good time to look ahead and start a new plan for the next few years.

Microsoft has upgraded Office four times since we opened, and upgraded Windows at least the same number of times. And, of course, newer technologies have come to be popular during this time as well.

While I don't want to forget why I started this or what has brought us success in the past, I think I will start looking at what about these new technologies might need to be taught to small businesses and individual PC users.

Of course, having a second office was a big change for me, but it's worked out well. And that might be another avenue to explore – although experience has taught me that geography has a lot to do with success in this business.

So, thanks again to everyone for being a customer of Technical Tutoring. We enjoy meeting you and seeing how the software is used 'in the real world'. Please keep in touch and let us know of any new topics we should be adding!

YOU are the ♥ of our business!

Seema & Holly



**Technical
Tutoring**
(508) 529-9087
(508) 889-9112

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

Outlook Helpers

Many of you use Outlook under more strenuous conditions than I. Most of my e-mail is on the Internet with only a few messages coming to my office desktop and Outlook. Nevertheless, I'm always looking for something that will make things easier – especially if they are free, like many of these! I took this information from INC magazine (August 2008) regarding some add-ons for Outlook:

Manage your contacts with Xobni (xobni.com) – an add-on that creates a dossier on each of your e-mail contacts – keeps track of how much e-mail you send to each other and provides a list of the e-mails and attachments you have swapped.

Organize Outlook chaos with ClearContext (clearcontext.com) – an add-on that sorts your e-mail, color coding all tasks, appointments, and e-mails according to the subject matter and how frequently you correspond with the sender.

Hunt through E-mail with Lookeen (lookeen.net) – an add-on for faster e-mail searching – indexes everything in Outlooks which makes everything more easily searchable (NO FREE VERSION)

Send canned replies with Email Templates (emailtemplates.com) – an add-on that sends personalized bulk e-mails from Outlook by creating customized messages that are available from a pull-down menu in Outlook.

Avoid reply-to-all gaffes with Reply-to-All Monitor (sperrysoftware.com) – an add-on that keeps you from accidentally sending a group reply by alerting you to verify that you meant to hit the REPLY ALL button

Send big files with YouSendIt (yousendit.com) – an add-on that provides a drop box for sending and receiving attachments of up to 2GB – provides recipient with a link to your large file so what they receive is small.

I have not tried any of this – simply repeating information from one of my magazines!

Your Next Technical Purchase

Shopping for a new computer, (desktop or laptop), television, or camera can be very confusing. An ad will catch your eye and provide some product specs and special features, but not everyone gives you the same information.. Remember, you always want to compare oranges to oranges, if possible!

First – be sure you know what you need to do with your new machine. This could be a list that includes your preferences from word processing, spreadsheets, internet, photography editing, high-end video games, watching DVDs, editing movies, play music, etc. Even if these don't help you to determine your speed, storage, and video requirements, they will help an educated sales person to point you to the best machine.

Desktop Specs That Matter	
Basic System	Multimedia
2-GHz Dual Core CPU	2.4 GHz Quad Core CPU
2GB RAM min	ATI HD 4850 or nVidia 8800 GT GPU
4 USB 2.0 ports & 1 FireWire port minimum	500GB, 7200 rpm hard drive minimum
Extra bays for expansion	

Laptop Specs That Matter	
Ultra Portable	Desktop Replacement
1.7-GHz CPU minimum	Centrino 2 CPU
2 GB of RAM	Discrete GPU
Under 3 pounds	200GB min hard drive at 5400 rpm or faster
13.3 inch or smaller screen	Optical drive
Long battery life	

HDTV Specs That Matter
Screen size appropriate to your viewing space
1080p resolution on sets with 40+ inch screens
Contract ratio, but trust your own vision

Camera Specs That Matter	
Point and Shoot	Digital SLR
Optical zoom	8+ megapixels
6 megapixels is plenty	10X optical zoom
Optical image stabilization	RAW file support
High ISO for low light	Wide-angle / macro lens
Fast shutter speed	Optical image stabilization

Word Tools

2003/2007

Some underused features in Word 2003 and 2007 may save you time and energy:

Shrink by one page – Helps to fill your pages nicely without having just a few lines on the last page.

Calculate in tables – a few simple math calculations rather than importing a spreadsheet

Merge to e-mail – send a personalized e-mail message to a group of correspondents

Compare two documents – someone’s sent you a revised copy of your document without telling you what they’ve changed.

Document Inspector – check what you’re revealing before distributing or posting a document.

Create Fancy equations – writing out an equation with words can be complicated, use the traditional mathematical symbols

WORD 2007	In print preview, click the shrink one page button	Select a cell at the bottom of a column and click Formula on the Table Tools Layout ribbon.	Complete letters, click Finish & Merge and choose Send E-mail	Com from ribb bot
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	Shrink	Calculate	Merge	Compare	Equations
WORD 2003	In print preview, click the shrink to fit button	Select a cell at the bottom of a column and then select Formula from the Table menu.	Select e-mail messages in the first step of the wizard.	Open the old, choose Compare and Merge Documents from the Tools menu, select the new document.	Select Insert / Object and choose Microsoft Equation 3.0 and click OK. Now use the Equation toolbar that appears.

Helpful Tips

Printer Tip:

If you're watching your color printing in order to save on ink or toner, why not set up a separate printer on your machine with it defaulting to black and white printing? Simply set up your existing printer, giving it a unique name, and be sure that the default is set to black & white printing. Once established, right click the printer icon and choose 'Set As Default' to have those options as your standard printing and then select the other only for color printing.

Office Version 2007:

For more screen room – minimize the ribbon from the pull down option at the end of the Quick Access Toolbar. Or – double-click twice on any ribbon tab to minimize the ribbon and maximize your document area.

Even though they are not as obvious because of the lack of drop down menus, Office 2007 does still recognize those shortcut keys you've used since starting with Office software. Holding down the ALT key will reveal the shortcut keys for the current ribbon and ALT+F will open the Office button as it used to open the File Menu.

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

TV on the Web:

If you want to watch television programming over the Web, you need to know the bandwidth you get from your ISP. Most streaming video sites call for a minimum connection speed of 800 kbps.

Word

To fully manipulate graphics in version 2007, you'll first need to insert a drawing canvas. Click the Insert ribbon, click the Shape button, and select New Drawing Canvas. Place your graphics – pictures and shapes – into the canvas and you will be able to group and layer them as in any previous version of Word. If you're simply using one graphic, no drawing canvas is necessary.

Part of using Tables is to make selecting a formatting of rows and columns easier.

Cells – select one by clicking in it or use a click and drag action to select several cells (boxes) at once.

Rows – place the cursor in the left margin and click to select one row, or click and drag to select several rows.

Columns – move the cursor to the top of the column and click once when it changes to a fat down-pointing arrow, or click and drag the down arrow to select several columns.

Software Tips

Outlook

A quick way to capture the address from an incoming message: Right-click the name of the sender in the From line, click Add to Contacts to open the New Contact form, add your information, click Save and Close.

Excel

The zoom box, or magnifying option, is a great help in Excel. If you need to only magnify a specific few cells, use a click and drag to select the cells and then use the drop down list on the toolbar next to the zoom box and choose Selection. Excel will magnify your selection up to 400% to fill the viewable area of the file's window. To restore, use the zoom dropdown to reset it to 100%.

If you've hidden columns in your spreadsheet and can't make them appear again, try this: Press F5 (GoTo) type in A1 and press Enter. Now hold down the Shift key and press the right arrow. This highlights everything from A1 to the first visible cell in row 1. Finally, select Format / Column / Unhide and your data should reappear! To do the same for hidden rows, press the down arrow and select Format / Row instead.

Windows VISTA

If your recycle basket disappears from the desktop, there's an easy way to get it back:

- Right click the desktop
- Choose Personalize
- Click Change Desktop Icons
- Check Recycle Bin
- Click OK

If you're using a right click to empty the Recycle Basket, be careful of the new DELETE option in the pop-up menu – it deletes the whole basket from the desktop rather than emptying the contents.

PowerPoint

Package for CD is an option on the FILE menu. The default settings in this option will create a CD with the currently open presentation and all linked files plus a PowerPoint viewer so you can play the presentation on any computer. However, you can also use this feature to export a PowerPoint presentation and all its linked files to any available drive – local or networked. The down side – it won't let you save over an existing presentation in the same location so you'll need to delete an old copy before saving the new one.

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Quick Access Toolbar Office 2007

While the ribbon in Office 2007 cannot be customized, the Quick Access Toolbar can. Upon installation, the Quick Access Toolbar (QAT) is located above the ribbon near the Office logo. It contains just a few icons, allowing quick access to the save and print functions we've become accustomed to over the years. If you, like me, have other frequently used features in your software that are now harder to find in the ribbon maze, you might be able to add those to the Quick Access Toolbar.

The Quick Access Toolbar includes Save, Undo, Redo, Print Preview and Print upon installation. You can quickly add New, Open, Email, Spell Check, Sort Ascending, and Sort Descending.

You can also use the customize option to add other features that you use frequently. And, if the options offered by Microsoft do not meet your needs, you can also add a customized button to the QAT by creating a macro and giving it a special icon!

An Office Option

A new 'upgrade' option is being offered by Microsoft. A subscription product suite that includes the Office Suite, Internet security software, and other



services. It is called EQUIPT and was available at Circuit City in September.

The specific components included are Office Home and Student 2007, Windows Live One-Care, Office Live Workspaces, Windows Live Mail, Live Messenger, and Live Photo.

The marketing line is that this targets "people who are looking for a PC security suite and who might forgo buying Office in addition".

The subscription is an annual fee, but you are allowed to load EQUIPT on up to three PCs as part of one subscription.

I don't know that they would need all of the components, but I'm thinking this is an option for my two high school seniors who will be heading off to college next fall. Guess I have some comparison shopping to do!

Education is when you read the fine print.
Experience is what you get if you don't.

Pete Seeger
Singer/Composer

Technical Tutoring's Services Include:

Training/ Tutoring:	Windows Word Access QuickBooks	The Internet Excel Outlook	E-mail PowerPoint WordPerfect Works
Design & Printing of:	Announcements Flyers Family History Presentations	Business Cards Handouts	Certificates Invitations Note Cards
Office Support Services	Bookkeeping Mailing List Maintenance Program Installation	Databases Scanning	Labels Presentations Word Processing

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