

Tutor Talk

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

Company News

2009 – Wow! Hope the New Year is being good to you.

I'm looking at learning 3 or 4 new software packages this year – as well as more about Windows Vista and Office 2007. I have already purchased a package for creating and editing PDF's as well as a program for speaking to your computer and an updated version of my favorite desktop publishing software. Those should keep me busy for a while!

In addition, I have a reference regarding some of the technology tools we seem to use daily – Instant Messaging, Chat rooms, FaceBook, Cell Phone Texting, Personal Data Assistants (PDAs), Bluetooth and Mp3 files.

Things, as usual, are hopping around my home office so being both more productive and more fiscally responsible are important goals this year. We look forward to working with you, your family, and your friends this year.

YOU are the ♥ of our business!

Seema & Holly



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

Stopping Spam



Spam – unwanted messages – is an annoying fact of our electronic life, but, luckily, it's also one that you have some level of control over!

Regardless of the email program you use, there should be a place for you to set up some of your own spam filters to be used in addition to those put in place by your program's creator. Look around your email screen for a link to filters, spam controls, options or a similar combination of words.

Clicking on the link should yield you a set of options regarding from whom and what subjects you want to receive or block messages.

My suggestion is to set a few and give a few days or a week to see how well they work, then add more as needed! Remember that if the word is being misspelled in the subject of your emails you need to misspell it in your filter as well.

An article in PC World magazine, also mentions the ability, depending upon your carrier, to go on-line and set up blocking on the text messages that reach your cell phone. Their example was for service through Verizon. Their example indicates that there is Text Blocking option where you can, at a minimum, set your phone to only accept messages sent to your proper address by typing that into a box. This eliminates spam messages from those who simply guess your mobile phone's number. In addition, their example sites the ability to block specific addresses.

***Persist, persevere, and you will find most things attainable that are possible
- Lord Chesterfield***

Software Tips

Word

OMITTING FIRST PAGE NUMBERS

Create a different first page header/footer in your document: simply use the 'Different first page' option in the Page Setup dialog (in Word 2003, it's File -> Page Setup -> Layout tab -> Different first page; in Word 2007 it's Page Layout tab -> Page Setup -> Layout tab -> Different First page).

Excel

When you've got reams of data organized by one column it may be hard to see the 'big picture'. Excel's built-in subtotal feature might help. Click Subtotal on the Data ribbon in Excel 2007 or choose Subtotals from the Data menu in previous versions. By default it offers a sum-type subtotal at each change in the leftmost column, but you can pick the column and operation you prefer. You can even create multiple subtotals, if needed.

Checking Print Preview to see if your last column or row is orphaned on its own page is fine, but Page Break Preview may be even faster. Click Page Break Preview on the View ribbon in version 2007 or choose Page Break View from the View menu in previous versions. Blue lines will appear showing the edges of pages and these can be dragged to where you'd prefer they be located.

Access

Knowing the relationships between tables within your database is critical to quick, efficient management of data and creation of forms, queries and reports. With your relationships window displayed, click on the File option and choose Print from the menu. Access will create a report (you can even save it) and allow you to print – probably on multiple pages – your relationship diagram.

Drawing Toolbar

The drawing toolbar is mostly used in PowerPoint, but is also available in Word and Excel. It defaults to showing at the bottom of your screen. If it is not visible, open the View menu and choose Toolbars, then choose Drawing. This toolbar is handy because it has shortcuts for creating all types of shapes, lines, word art, diagrams, and other graphics within your presentation, document, or spreadsheet. At the right of the toolbar are icons to adjust the thickness or type of a line or arrow as well as boxes that lead to menus of shadow and 3D options for your various graphics. Experiment with this and let your creativity show!

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

Helpful Tips

Cell Phone Rescue:

If your cell phone gets wet (I actually ran one through the washing machine), don't panic until you've tried this drying out trick. Remove the battery and any existing memory card then submerge the phone in a bowl of dry rice, cover it, and leave it overnight. Pop in the battery in the morning and it may work – if not, try a new battery before buying a new phone!

Office Version 2007:

Office 2007 brought with it new file formats, making anything created and saved as version 2007 unreadable for older versions of Office programs. If this is occurring for you and you need to be able to open these newer file formats, you need to get the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats – it also requires the latest Service Pack.

Office Options:

If you'd like your primary storage location for any Office files to be something other than MY DOCUMENTS, use Tools/Options and in the SAVE area, designate your preference for the Default File Location.

Laptop Cable Clutter:

If your laptop's USB ports are all on the side of the machine, you may be a victim of 'cable clutter'. They now have available a USB "elbow" connector (under \$10) which routes your cables to the back or front of your machine, getting them out of the way of the work area you may need for a piece of paper.

Shut Down Shortcut

Start/Shut Down can be a clumsy way to turn off your computer – especially if you're in a hurry. Using the command shutdown –s isn't any quicker, but it does lend itself to a desktop shortcut.

Right click the desktop and select NEW, then choose SHORTCUT. In the prompt for the location of the item, type: shutdown –s, then click NEXT. Keep the default name or give it one you prefer, and then click FINISH.

When you double click this shortcut on your desktop, Windows will count off 30 seconds and then shut itself down.



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PDF's – Portable Document Format

This file format has become synonymous with the need to let others see your electronic file without being able to modify it in anyway. Adobe Acrobat is still the standard for creating PDF files and the Acrobat Reader is probably on your machine based on needing it to read an email attachment at least once since getting your machine.

If you need to create PDF documents, you'll need a software program on your machine. There are many to choose from and the prices range from free to hundreds of dollars. Some of them will even convert your existing Office files into PDF.

Why would you need a PDF? Well, here are some of the reasons I've thought of – anything that is posted on the Internet (especially a resume), a copy of an official document that I am sharing with someone, or a form to be filled out electronically that must remain in a specified format for OCR processing (Optical Character Recognition).



Electronics Wasting Electricity

Just read this one and I'm slightly intrigued. PC World magazine has an article about using a device that costs about \$50 to find out how much energy an item is consuming. The author's findings were that any appliance with a remote control is eating up energy because it is constantly ready to respond to the remote. Other electronics items on his lists of culprits running up bills were computers, monitors, modems, external hard drives, speakers, printers, and even cell phone chargers. Since unplugging an appliance that you're relying on to tape a TV Show or to keep a clock running is not practical – the article mentions power strips now on the market for \$30 to \$100 that have the ability to detect such usage and adjust for it.

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