

# Tutor Talk

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

## Company News

Summer came and the children have gone off to college. The house is quieter so the focus is stronger. The economy is down so the creativity is up!

We opened a store on eBay to make our books available world wide. Now I'm working on learning the tools available to advertise that store outside of eBay and that's led to a new book on Internet Marketing!

Been busy helping a friend with email marketing and that's led to a new venture for creating contact lists as well as a draft of a book on email marketing.

Have taken some webinars (seminars on the Internet) about using social networking for marketing purposes as well as using videos to make a mark for your company on the Internet. Don't know where these will lead yet.

Will be attending a seminar on the new version of Windows later this month and that will lead to additional book updates as more information on Windows 7 becomes available with its release later this year.

Still eager to help as many people as we can. Thank you for being among them!

## Seema & Holly



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

## *New Affiliate*

**Mass Researchers** is a new company I have started. Its initial service is **research** for other businesses and individuals.

While the options are certainly not limited, our initial offering is to gather names, addresses, phone numbers, and/or emails based on printed and Internet resources for a given geographical area. In addition, this will be where I will more prominently advertise and market my ancestral search services.

The company's website is [www.MassResearchers.com](http://www.MassResearchers.com). The phone number is 508-400-3931, although you could certainly leave a message at the regular Technical Tutoring number as well.

I have performed this service for a friend's business and from 11 free newspapers gathered during a trip to ME last fall; we ended up with over 1300 contacts in Southern Maine, over 900 of which included email addresses that were then used for an email marketing campaign that generated several leads and sales!

We insist on the highest accuracy in our typing and return all original materials. Your new list will be returned in an electronic format – spreadsheet or database – on CD or flash drive.

## *eBay Store*

Here's a quick glimpse at the inventory currently in our eBay Store – Technical Tutoring Books Online:

Digital Photography  
Excel Charting –  
    version 2007  
Intermediate Excel –  
    versions 2000, 2007  
Introduction to Excel –  
    versions 2000, 2003, 2007  
Introduction to Quattro Pro  
Introduction to Word –  
    versions 2000, 2003, 2007  
Introduction to WordPerfect  
iTunes  
Mail Merge in Word -  
    versions 2002, 2007  
Maintaining Windows XP  
Outlook at home –  
    version 2000  
Outlook on a network –  
    versions 2000, 2003  
Overview of Access –  
    versions 1997, 2000  
Overview of PowerPoint –  
    versions 2002, 2003, 2007  
Pivot Tables in Excel 2007  
Publisher  
Windows Vista  
Windows XP

Internet Marketing and Intermediate Word 2007 will be added soon with many others to follow.

## NewsGroups

I have never been a member of a Newsgroup, but here's a suggestion of how to take advantage of some knowledge that might otherwise be hard to find.

Google Groups scours and indexes the World Wide Web for newsgroups. Many newsgroups, because they were one of the first on the Internet, deal with technology and a great source of technical assistance.

Go to Google's main page, click More and then Groups or type [groups.google.com](http://groups.google.com) in your address bar. Enter your search terms and you should see results that include only newsgroups with discussion threads on your topic.

Newsgroups work via 'subscription'. You need to subscribe to keep a regular eye on what's going on. At some point, you'll decide to participate by providing feedback on a tip received, offer your own advice, or ask a question if you haven't found the answer you're looking for.

### Like Puzzles?

Here are some websites for creating your own puzzles

Crosswords –

[www.EclipseCrossword.com](http://www.EclipseCrossword.com)

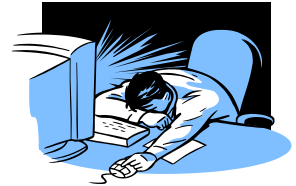
Jigsaw – [www.PuzzleCreator.com](http://www.PuzzleCreator.com)

## Sleep Mode

I admit that I typically just leave my system on – monitor going into sleep mode and hard drives turning off after 1 hour. However, here's some information from PC World that suggests sleep mode is the preferred and responsible way to leave your machine when not in use.

Sleep – reduces the power consumption of your PC

Hibernate – dumps the contents of your PC's RAM (memory) to the hard disk and then powers off your PC



Powering up causes a dramatic upsurge in energy use and this is typically what wears on the life of anything electric. The author of this article timed his system:

Shut down – 16 seconds

Boot up – 66 seconds

To Sleep – 18 seconds

Wake Up – 2 seconds

In addition to the additional 62 seconds of use by switching options, the author boasts that he can now start his machine from his keyboard rather than reaching for the power button. If you currently turn your machine off, he claims that sleep mode will increase your electric usage by 0.21 percent, something he refers to as a 'rounding error' of about 22.2 cents per month – per machine

# Windows 7

Well, it's being advertised on TV, new computers already include a free upgrade, so what's with the new Windows Operating System? In writing this segment, I reviewed articles I've collected since last December. Here are some of the things that I considered highlights from those articles that are important to the user:

➤ **Upgrading:**

- If you don't have Vista – you need to start anew, reinstalling all of your apps and recreating your settings
- Windows Easy Transfer utility on the Windows 7 DVD – will help you back up and then restore settings and data
- Make a disk image of your machine as it exists so you can revert, if needed

➤ **Changes/Updates:**

- Designed to address issues raised by users – not the technical community
- Improve taskbar to better support users who open large numbers of windows on their screen
  - buttons are bigger but narrower – using only program icons/omitting file names; hovering long enough produces full screen preview of open doc.
  - drag taskbar buttons to put them where you want them
  - pin an app's button, leaving it always accessible from the same place
- Does not include email, calendar, photo gallery, movie maker, and instant messaging apps – leaner system that lets you add the features you like, choosing from a suite of programs you download from [www.Live.com](http://www.Live.com)
- Driver support remains the same
- Sidebar is gone – gadgets are on the desktop
- Control over system tray – determine what events and applications can place icons in the tray and when they can pop up warning messages
- Paint, Calculator & WordPad programs have been updated
- Show Desktop feature is now to the right of the time display – hover over it and it makes all open windows translucent so you can see the Desktop
- New features for Media Player and Media Center
- New settings for the User Account Control which tries to warn you of attempts by viruses and other malware to tamper with your system; control levels increased and available by profile for individual preferences or parental control

➤ **New Features:**

- Dragging windows now ‘snaps’ them into place – quickly displaying two windows side by side or maximizing your current window
- LIBRARIES – virtual folders to view, for instance, all files of a particular type (photos), regardless of where you actually store them
- Devices and Printers Manager – displays an icon that resembles your device upon installation of the peripheral – cell phone, digital music player, digital camera, printer; can link from here to manufacturer’s website for driver updates
- Action Center – consolidates all windows alerts and notifications into a single icon
- Jump lists – help you quickly and efficiently find files and applications – includes both frequently used files and applications as well as those most recently used.
- Device Stage - new feature to help you transfer and manage files from things such as your phone, music player, and camera
- Home Group – simplified home networking for sharing media files and printers
- Multitouch technology – if you have a touch screen monitor

➤ **System Requirements:**

<b>Hardware</b>	<b>32 bit</b>	<b>64 bit</b>
<b>Processor</b>	1 GHz or faster	
<b>RAM</b>	1GB	2GB
<b>Disk Space</b>	16 GB	20 GB
<b>Graphics</b>	Direct X 9 w/WDDM 1.0	

I held off by about 48 hours on printing this page and mailing the newsletter because I attended a demonstration of Windows 7 this week. Overall I am very impressed. I like this much better than Vista. I would certainly take advantage of the free upgrade on a newly purchased machine. I would probably upgrade a machine running Vista. I’m not sure I’m ready for the work and potential headaches in upgrading a non-Vista machine. For that, I might just have to hire a technician, or just look into the cost of a new CPU that will come with Windows 7 – still have to reload all the other software, but you’d have two machines so there would be no need to rush.

As always, Microsoft is tooting their horn over things you may not need or even get. Snapping windows by click and drag is certainly not my preference! Also, BitLocker, which is sure to be talked about, only comes with the highest versions of the O/S. Despite being ‘designed to address user issues’, there are still several of the new features that are great for corporations rather than home users. See all my notes from the demonstration at [www.TechnicalTutoring.com](http://www.TechnicalTutoring.com)!

(The notes from the demonstration are included at the end of this document for on-line viewing.)

# Software Tips

## Excel

Have a workbook full of formulas?

There is an option in Excel to show formulas in their cells. The keyboard shortcut for this is:

**CTRL + `**

where the second key is the grave – to the left of the 1 key at the top of your keyboard. This shortcut works as a toggle so if you should accidentally hit these keys, hit them again.

The longer way is:

2003 – Tools/Options/View/Formulas

2007 – Excel Options/Advanced/Display

options for this worksheet/Show formulas in cells instead of their calculated results

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Upper/Lower case in Excel can be a tricky thing to obtain. There are three functions in Excel that will help with this situation. Take note that you must keep the original text where it is and enter these functions into another cell to avoid a circular reference error from Excel.

PROPER – puts the text in proper case

LOWER – puts the text in all lowercase

UPPER – puts the text in all uppercase

Each function takes just one argument – the cell reference.

See our web site for additional software tips:  
[www.TechnicalTutoring.com](http://www.TechnicalTutoring.com)

## Word

Ever type a list in word and then decide you'd like it in alphabetical order?

Although it's on the TABLE menu, the SORT option also works on text that is not part of a table. Simply select the text to be sorted, choose Table / Sort and click OK – your lines of text will be sorted alphabetically. If needed, you can change the default for Z

If you like keyboard shortcuts, you can print your own reference list – choose File / Print and in the Print What section, choose Key Assignments. You will generate a multi-page table of keyboard shortcuts.

## PowerPoint

When you insert a sound file into PowerPoint, a speaker icon appears in the bottom-right corner of the visible slide. You can configure this sound file so that it loops repeatedly until you advance to the next slide or end your slide show. Right click on the speaker icon and choose EDIT SOUND OBJECT. Select LOOP UNTIL STOP check box in the Play Options panel. When you launch your slide show and get to the slide with the speaker icon, click on the speaker to start the sound file. It will play until you advance to the next slide, or click ESC to exit your show.

# Helpful Tips

## Accidental Touchpad Touches

Ever accidentally relocate the cursor when typing on a laptop because your thumb brushed the touchpad while you were typing? Unfortunately, there's no universal solution for this situation, but here are some suggestions:

1. Plug in a USB mouse, which may automatically disable the touchpad.
2. Change your Mouse Settings:
  - a. Open Control Panel
  - b. Double click MOUSE

Now you need to search around the available options. Look for one of the following:

- Disable Touchpad when USB point device is present (if you're connecting a USB mouse)
- A sensitivity slide bar that lets you make the touchpad more resistant to accidental brushes during typing
- An option to 'Tap off when typing', so that the touchpad doesn't recognize taps when you're typing

Another option – look at the function keys on your laptop and see if there's one to turn the touchpad on/off.

See our web site for additional software tips:  
[www.TechnicalTutoring.com](http://www.TechnicalTutoring.com)

## Most Recently Used Office Files

Many people have asked me how to get a deleted document out of their list of Most Recently Used files (MRU). It's never been very easy, but I finally found some instructions for version 2003 and prior:

Use the keyboard shortcut:

**Alt + Ctrl + -**

where the last key is the hyphen key on the top row of your keyboard.

This will turn your mouse point into a thick horizontal line. Open your File Menu, move to the file you use to delete and click on it!

If you change your mind, press ESCAPE to change the mouse pointer back before deleting anything.

NOTE: this will delete any menu item, not just an MRU listing. If you accidentally delete something from your menu that you need back – use Tools / Customize / Commands to find the removed menu item and drag it back onto the menu again.

## Office 2007 - MRU

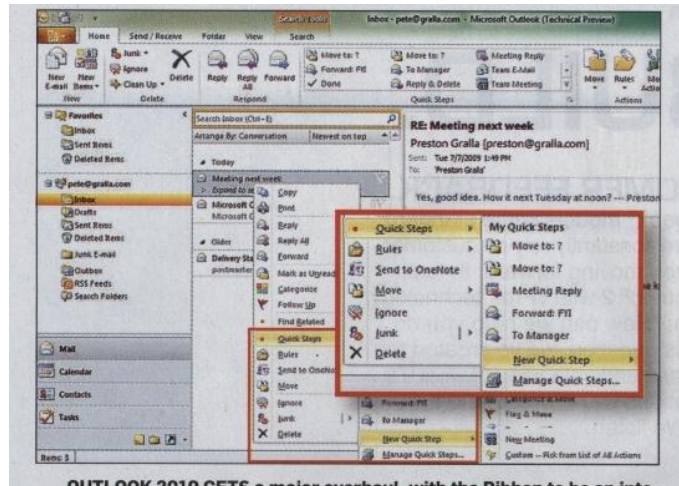
If you have a document that you use frequently and want it to always show up on your Most Recently Used list (MRU), pin it! Simply click on the icon to the right of the file name to move the pushpin from horizontal to vertical. The file will move up and down within your MRU, but will not disappear.

# Office 2010

Yes – it's coming whether we want another change or not. A new version of Office arrives in 'the first half of 2010'. Here are a few of the items being talked about by those who took a sneak peak:

- Ribbon as the default interface for each Office application
- Video editing in PowerPoint
- Improved cut-and-paste in Word
- Office Web apps: slimmer versions of Word, PowerPoint, Excel, and OneNote
- Word – inserting images and editing them in the document is easier with tools to adjust brightness and contract, change to grayscale, etc.
- PowerPoint Web app allows creation and editing of presentations online
- Excel Web app allows creating, editing and saving workbooks through a Web browser
- Outlook

2010 gets a major overhaul – getting a new Ribbon interface and new productivity tools



## *Your Virtual Self*

Okay, I'm not trying to be morbid, but planning ahead seems to be one of my specialties and a few websites seem to be planning even further ahead than I would!

If you asked me if I'm an 'Internet person', I'd probably say, a little bit. I use email a lot and I'm certainly comfortable researching on the Internet. Oh yeah, and once a month I go to a couple of sites and permit them to take money from my account to pay a bill. Certainly others, even some of my immediate family members, do much more on the Internet than I.

Still, I probably wouldn't have thought about providing people with my passwords and Internet habits if it hadn't been for the talk about some websites that now allow you to send a message to someone after you die, giving them the passwords and information to close out your 'virtual life'.

Now I purchased a book called 'Internet Address Organizer' a few years ago. It's literally an address book for your websites and passwords. It actually sits right at my desk near my computer. And, remarkably, it's filled in for several websites! Typically, I write down the username and password, possibly the answer to a hint question, but not the website's name. After all, I can remember that if I'm on the page for P and the password is crescents, then the website is Pillsbury.

Well, certainly no one needs to know how to access my account for coupons and recipes at Pillsbury in my absence. However, it didn't take me too long to realize that yes, there are a

couple of accounts that someone should know about.

There are certain things I would definitely want people to know about: if I stored photos or documents on-line; if all my ancestry results were on-line; if I received only on-line versions of my bills, etc. Maybe you have some of this type of information on-line?

Two websites that were discussed in one of my computer magazines are [www.deathswitch.com](http://www.deathswitch.com) and [www.legacylocker.com](http://www.legacylocker.com). Apparently both allow you to set up an account and provide automatic checking on your status. If you don't reply to their messages, they presume you have passed on and follow your instructions with regards to sending an email to someone with specific information.

Too technical/impersonal for me, but it does raise some interesting thoughts about email, bank accounts, etc. and how to best prepare to have someone handle them – whether it's needed due to an illness, accident or death. Our own mortality is never an easy thing to deal with, but it seems this is another area where technology may be making things a little more complicated

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**More information available on our web site:**

**[www.TechnicalTutoring.com](http://www.TechnicalTutoring.com)**

**And check out our new affiliate company at [www.MassResearchers.com](http://www.MassResearchers.com)!**

## Notes from Windows 7 Demo on 9/24/09 at PC Plus Technologies, Auburn, MA:

Presenter – Wayne Carey from Microsoft

### Technical Information:

- Versions:
  - Ultimate – all features – BitLocker, Applocker, Direct Access
  - Professional – Home Network
  - Premium – Media Center
  - Small Machine – netbooks
  - Starter – limited features
- Download additional features from [www.Live.com](http://www.Live.com) as needed
- Internet Explorer 8 included
- Will run well with 1GB of RAM
- Same memory used regardless of the number of windows open (big change from Vista)
- 13% better battery life
- Graphics requirement for Windows 7 is the current industry standard
- Boot up and Shut down are quicker with Windows 7 than with Vista (30-60 seconds depending upon what is in your start up)
- Downgrade to XP Professional is allowed from the Professional or Ultimate version for first 18 months
- XP will be out of stock in October except for the downgrade option in Windows 7

### Desktop:

- Windows Flip – use Alt + Tab to scroll through open windows
- Pin to taskbar – option for icons of programs you use frequently so they always appear in the same space (create your own quick launch toolbar)
- Hovering over the taskbar icons will produce a full screen preview of open documents
- Action Center – one stop for all troubleshooting and maintenance – windows, anti-virus, etc.; the flag in the system tray will change colors as alerts are gathered
- Show Desktop is to the right of the clock so it should be almost always visible
- Windows Snap – click and drag will automatically size windows as you bump into the sides of the monitor; shaking a window will automatically minimize all other open windows (Tiling of windows from the taskbar is still an option although the names have changed – stack = horizontal; side by side = vertical)

### New Features:

- BitLocker To Go – encrypts your flash drive or other removable media by making a password required for access; can eliminate the password if flash drive is used on same machine where created; SAVE your recovery key for this feature in case you forget your password!
- Branch Cache – will help in a large organization with remote offices – files from corporate server will be cached locally
- Device Aware Printing - Professional & Ultimate versions; when you connect to a network setup on your machine, it will automatically reset default printer, etc.

- Device Manager – as available, you can directly connect to the manufacturer’s home page for driver updates, etc.
- Home Group – recognizes Windows 7 machines on the network for resource sharing – photos, music, video, documents, printer
- Jump List – right click the icon for an open program to see the MRU (most recently used) file list for that application right from the taskbar
- Play To option to send from your computer to other video or audio system (TV, Zune, etc.)
- Problem Step Recorder (PSR) – records keystrokes and reports software versions; creates a zip file at the end of the recording that can be edited to add your own notes before emailing to a tech for assistance; file is in html; also handy as a training tool
- Trouble Shooter – will try to fix / update drivers, etc. after making a restore point
- User Access Control – more options of how/when to suppress the messages; can now be done at the profile/user level or different controls based on skills or age (These are those annoying ‘are you sure?’ messages that Vista presents when you start a program, etc.)
- XP Mode – not a replacement for Windows XP; use this if you have a program that is not Windows 7 compatible or that you don’t want to upgrade for Windows 7; this has special hardware (additional 1GB RAM and 15GB Hard Drive space; processor capable of hardware virtualization – enabled in BIOS) and anti-virus requirements; is downloaded if needed; only runs one application at a time; program must be installed while in XP Mode; looks a lot like Remote Desktop