

Tutor Talk

Volume 2 Issue 1

September 2000

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

Company News

We may be in the training business, but are we still learning! Many of our customers work in or run such interesting businesses! Part of the excitement of our work is learning so much about the businesses each of you know so well. Keep educating us – we love to learn!

We're looking to expand our course offerings. If you have ideas about topics that we should offer, please don't hesitate to let us know.

Have you visited our web site?

www.technicaltutoring.com

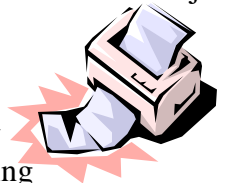


**Technical
Tutoring**

(508) 529-9087

PRINTERS

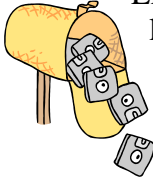
The one computer peripheral we all seem to need is a printer. As their prices drop and higher quality becomes more affordable, consider more than just print quality and speed when comparison-shopping.



Look 'under the hood' and see how you go about replacing toner, clearing paper jams, and adding additional paper trays. Make sure your hands fit where they need to and decide if the internal levers or switches are sturdy or flimsy.

How about the cover? Does it open easily or feel like you need a can opener? Studying these parts could save you a great deal of frustration when you most need the equipment to function flawlessly!

Electronic Mail






Electronic Messages are becoming a way of life for many of us. Recently my family experienced computer problems that caused us to unplug the machine and bring it in for repair. One resulting issue was incoming e-mail that might not be read for days.

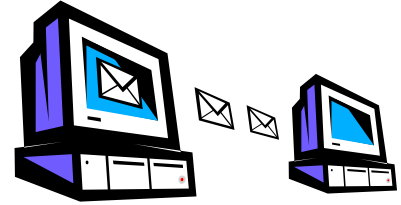
When you leave on vacation or move, there are vehicles and procedures available to delay or re-route your physical mail. Unlike physical mail, however, e-mail brings with it some expectation of immediacy. And, when the issue is your hardware, the issue itself prevents you from notifying others of your non-availability. The good news is – there is another solution!

While most of us use the e-mail address provided by our Internet Service Provider (ISP), another option is to use an e-mail address at an Internet site. These sites are available from any computer that can access the Internet. Since I have e-mail accounts with two Internet sites, I was able to use the Internet computer at the Upton library to keep in touch via e-mail.

Some of the Internet sites offering e-mail accounts are:


-  Yahoo.com
-  Hotmail.com
-  Watchmail.com
-  Lycos.com

(Another benefit of these is that you don't have to notify everyone of a new address when you change your ISP!)




Office Software Tips


Word

-  Use keyboard shortcuts for increasing (CTRL+]) and decreasing (CTRL+[) font height



Excel

-  To enter totals for all columns or rows in your spreadsheet, select the cells to contain totals and click AutoSum

PowerPoint

-  Create an automatic summary slide in slide sorter view –select each slide to be included and click the icon for Summary Slide (far right of the toolbar)

Windows 98

-  Use the show desktop icon on the quick launch toolbar rather than minimizing your window when you need to get to something on the desktop
-  Be sure your screen saver password is less than 15 characters. At 15 or more, the system doesn't recognize that you have a password

Charts / Graphs

Charts, also known as graphs, can add quite a bit to any presentation and can be used in Word, Excel, or PowerPoint. However, to get the best effect, you need to select the type of chart that will get your point across most effectively. Here are some guidelines we received in one of our e-mail newsletters:

- ☒ Pie Chart or Horizontal Bar – shows one thing at a time by emphasizing relationships.
- ☒ Vertical Bar Chart – shows many things at one time, focusing on either the relative performance of each or highlighting one item.
- ☒ Sliding Bar Charts – focus on more than one relationship
- ☒ Fever chart or Line chart– shows trends
- ☒ Clustered Vertical Bars – show many things at many times – be sure to use shading, texture or different rules to differentiate each item!

Computer Terminology



Broadband – High speed, always on Internet

connection. The term includes ISDN, T1, Digital Subscriber lines (DSL) and Cable access. Benefits include smooth transmission of video. If sharing a Cable connection with your neighbors, be wary of the bandwidth hog that slows down your transmissions!

What Software to Use For Which Purpose

Word – A word processor with many features to create professional quality text based documents.

Excel – Help to organize & manage financial information. Also good for organizing lists such as address books.

PowerPoint – Create graphic presentations with animation and sound.

Access – Comprehensive relational database system for organizing large collections of data such as customers and inventory.

Outlook – Manages your business and personal meetings, e-mail, to-do lists, contacts & appointments.

Publisher – Desktop publishing program enabling a combination of text, charts, and graphics to become an appealing publication.

Front Page – Web page creation tool based on click & drag methodology.

QuickBooks

This software is a financial management package that will track your sales, purchases, inventory, payables, and receivables. You can print your checks, invoices and financial reports directly from the software. You can even customize the forms to fit your needs! With **the Professional version**, you can also create estimates that quickly update into supply orders or invoices. This version also includes options for time tracking and payroll management.



Windows ME is in the stores. We'll be looking at when this upgrade is best for your home PC in our next issue.

WORD Features used to create this Newsletter:

Word Art
Bullets
Borders
Clip Art
Columns
Formatted Text
Table
Mail Merge