



TUTOR TALK

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Company News

It's a New Year and that inspires change. Our newsletter is no exception. We started using Microsoft Publisher rather than Microsoft WORD. We are hoping that this will format easier for posting to our web site—

www.technicaltutoring.com.

Another change here at Technical Tutoring is our expanded advertising. We're now in the Hopkinton Crier, the Millbury Journal, the Blackstone Enlightener, LocalTel Yellow Pages, and even at Shaws!

Of course, a New Year also brings resolutions. Our business resolution is to

do a better job updating our web site on a regular basis.

We've also added to our software library with recent purchases of a disk clean up program called Easy Uninstall 2000, Windows Me, and FrontPage 2000. Watch our newsletter for additional information on our experience with each of these as well as new tales of our new hardware. Yes, we also purchased a laser printer (black and white only) and a handheld Personal Data Assistant (PDA).

Our business grows due to your generous comments to your friends and neighbors...



**Technical
Tutoring**

(508) 529-9087



Fire Walls

With all the new methods of Internet connection coming along, so come new dangers and new ways to protect yourself and your computer. A Firewall is that type of tool—protection for your computer.

When you are connected to the Internet, your connection is given a number (IP address). You keep that same number for the length of your connection. With a dial-up connection, the IP address will change each time you connect. With an always-on connection, the IP address will stay the same. If one of those not-so-nice computer gurus out there so desires, they can send data to your computer by learning your IP address number.

This used to be an issue for corporations because they were the ones with always-on connections. Now it is an issue for everyone. Hence, the new Firewall software. Well, it's not really 'new'. Corporations have used firewalls for many years.

The firewall's job is to monitor data crossing over your Internet connection. It can be set up to monitor which web sites are visited and restrict access to those thought inappropriate. It can also be set up to monitor information being written to your computer from the Internet.

Of course, you can create your own Firewall for incoming material by maintaining a dial-up connection to the internet, or by simply turning off the computer when not in use!

Virus Protection

Wow, this headline makes it sound like we're a physician's office! Well, there are no daily vitamins to give your computer to help keep it healthy, but there is a way to protect the equipment against harm.

If you don't already, you should have an Anti-Virus software installed on your computer. You've probably heard or seen the big names—McAfee, and Norton. When set up properly, these tools run in the background whenever the system is turned on and monitor for viruses attached to your files.

Remember, not all viruses are as harmful as those discussed on the Evening News. Many simply annoy you without damaging anything. However, there are new viruses being created. So, once you've installed your Anti-Virus software, don't forget the task keep it updated!

Your software manual or on-line help should direct you to a web site from the manufacturer that will contain downloads you can do to keep your Anti-Virus software as robust as possible. Some may charge a nominal fee for the download, some may provide a certain quantity at no charge.

Office Software Tips

Windows 98

- Use Alt+Spacebar+N to minimize a window without the mouse
- Modify the choices on the Send To menu by adding a shortcut to your storage folders in the Windows\Send To folder
- Use the Show Desktop icon on the Quick Launch Toolbar to quickly access the desktop when you have an application window maximized but the taskbar visible.
- Add application or file shortcuts to our toolbar by simply dragging and dropping anywhere on the toolbar. Drag them off the toolbar to remove them.

Office 2000

- Turn off the active menu system by using Tools / Customize / Options to clear the box next to 'Menus Show recently Used Commands First'
- Although the standard and formatting toolbars install on the same line, you can separate them to be on two lines by placing the mouse over the vertical bar at the left of a toolbar (you'll get the four headed arrow pointer) and then click and drag the toolbar to its new location.

Word

- Identify the formatting of existing text by clicking on Help / What's This. The pointer will become a question mark (?), use it to find the text in question and when you click a pop up message will describe the font and paragraph formatting.

Excel

- Create a series of totals by highlighting the range of cells to contain the totals and then using the AutoSum button
- To copy print settings from one sheet to another in the same workbook, activate the sheet to be copied. Using either the Shift or CTL key, select the sheets to be copied to. Select File / Page Setup and click OK.

PowerPoint

- If you want to flip or rotate an item from the Clip Art Gallery and the options are not available, try using the Ungroup option on the DRAW menu of the drawing toolbar first. This may change the object from clip art to a drawing object.
- Keyboard shortcuts:
 - CTL+Shift+> will increase font size
 - CTL+Shift+< will decrease font size
 - CTL+T displays the font dialog box
 - CTL+B toggles the BOLD attribute
 - CTL+I toggles the *Italic* attribute

Find even more tips at

www.TechnicalTutoring.com

Computer Terminology

Bluetooth—Basically, a set of transmission rules for transmitting small bits of information over short distances (typically 10 meters or less). Look for this to be talked about frequently as more and more of our electronic devices go "wireless".

Look for our Booth
at the Blackstone
Valley Home &
Business Expo
February 24
at Valley Tech

Possible New Classes:

Your Handheld
Publisher
Project98
Windows Admin at Home