



TUTOR TALK

Volume 3, Issue 1

May, 2001

Company News

We passed our second anniversary and have reached the 100 client mark! What a year it has been!

So many of our clients are doing such interesting things with their computers. It's really pushed us to keep up. We're trying hard to stay ahead of you, but that means there's an awful lot of work to do. So much, in fact, that we're exploring the possibility of using a contractor to help with some of the tasks to be done.

Some of the things we've done to keep pace with our client base are to look into software that runs on the Handheld PC's, purchased and started training on MS Works, and purchased an inexpensive digital camera.

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

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“Office 10”

It’s hard to imagine, but the news is coming out, a new version of Microsoft Office before year’s end. Of course there are changes in general and specific changes to each component. The usefulness of each won’t be known for quite a while. After all, many companies and individuals have yet to upgrade to Office 2000.

Feature changes that span all the programs include a new look, “a flatter interface”, task panes on the side of the application window, an increase in the capacity of the Clipboard (from 12 to 24), Speech Recognition Technology, more user control of AutoCorrect, display of a Paste Options button when copying from one program to another, no Office Assistant upon opening the program, increased flexibility in the Find option, and improved reliability features so you won’t lose work every time your computer freezes, crashes, or hangs up.

The Speech Recognition Technology will require a microphone on your computer. The idea is to allow the user to speak to the computer about what you want to do and have the toolbar, icon, menu item, or dialog box control respond to your voice. Some initial set up is required when the software is loaded, but then you should be able to communicate with the computer hands-free.

The flexibility with the Find option will allow for searching not only the document you’re working on, but anywhere on your computer or network for the desired information. Some of the highlight individual program changes are:

WORD	EXCEL	POWERPOINT	ACCESS
New Mail Merge Wizard Two user can edit same document Select multiple areas of document at once Reveal Formatting Format Checker	Error Checking AutoSum for additional functions—such as min, max, and average Formula auditing Web Integration	New animation schemes Ease of collaboration New Shapes	More use for UNDO New shortcut keys An Expanded Toolbox
This information extracted from “Preview of Microsoft Office 2001” in Smart Computing, April 2001			

Office Software Tips

Windows 98

- Enlarge your scroll bars—open your display properties and click the appearance tab, select scrollbar from the Item drop down list and increase or decrease the size to the right, Click OK when set where you want it.

The Internet

- Scroll a long web page with the scroll bars, page up, page down, or Spacebar to scroll down and Shift+Spacebar to scroll up.

Word

- Increase your workspace by using Full Screen view—Select View / Full Screen from the menu bar (this will make the toolbars and menu bar disappear). To exit this view, click the Close Full Screen button on the Full Screen floating toolbar.

Excel

- To copy print options from one sheet to others within a workbook—activate the sheet to be copied, hold Shift or Ctrl and click on the tabs of the sheets to be copied to, then select File / Page Setup, click OK
- Use Ctrl+Page Up to activate the previous sheet in a workbook and Ctrl+Page Down to activate the next sheet in a workbook.

Printing

- If you're using your time to rearrange pages because they come off your printer in the opposite order of what you desire, check your printers Options or Properties, you may be able to check a box that says something like "print last page first", thus forcing your pages into the correct order and saving you time!

Computer Terminology

Digital Signature— This uses encryption methods and allows people to assure that they are who they claim to be electronically. To have a digital signature, you must first have a digital certificate—or a unique identification code—when attached to a document, this indicates it could have only been created by the sender.

E-Greetings...

Having trouble getting to the card store or is it a last minute memory about a birthday or anniversary? Try one of these sites for sending electronic greetings—maybe even just **for fun!**

www.AmericanGreetings.com

www.BlueMountain.com

www.Egreetings.com

www.Hallmark.com

Make it a
Family Event:

Learn the computer
over the summer.
Prepare for next
School Year, NOW.

Possible
New Classes:

MS Works Suite
Publisher
FrontPage
Windows Admin
at Home