



TUTOR TALK

Volume 3, Issue 2

September, 2001

Company News

My apologies for the delay in getting out this newsletter. As always, family and friends come first and they have demanded a great deal of time recently.

Since the last newsletter, our web site—www.TechnicalTutoring.com—has been updated and moved to a new hosting company. Please stop by and let us know what you think of the new look!

The children are now back in school. Many of you are also 'going back to school!' We're helping more and more clients get their skills ready for new responsibilities or new positions in the workforce. Congratulations to each of you on taking control of your situation!



**Technical
Tutoring**
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While many of the group training companies are slowly moving away from Office 97 training, we wanted to remind you that we still train on version 97, as well as older versions.

A special thank you to those clients who call asking for help with the new computer peripherals. My family is enjoying our experience with digital photography and looking forward to using the scanner we are about to purchase.

Quote to Consider:

The difference between the impossible and the possible lies in a person's determination.

Tommy Lasorda

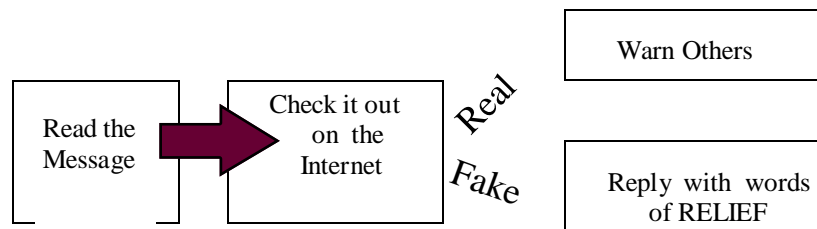
Check It Out Before You Panic

E-mail is a truly convenient means of communication. Unfortunately, it is that exact convenience that leads people to think that by forwarding a message to everyone in their address book they are doing a good thing.

Before forwarding to your address book a message you receive about a virus or scam—check it out!

www.Purportal.com www.sarc.com www.hoaxinfo.com

These web sites offer searchable databases of hoax viruses and scams/hoaxes being communicated on the Internet. Be kind to your friends and family by developing a routine something like this:



Windows XP

It may be hard to comprehend, but—Yes, a new upgrade to the Windows Operating System is due out on October 25th. Windows XP will be an upgrade for both business and home users but is based on the popular business operating system—Windows 2000. This base is supposed to make Windows XP more stable than Windows 98 or Windows Millennium (Me). At a cost of approximately \$100 (for home users), Windows XP includes the new version of Internet Explorer—6.0, and a wizard for setting up a home based network for multiple computers in the same household. Before deciding on an upgrade, be aware that Windows XP requires at least 128 Mb of RAM and a Pentium II processor running at 300 MHz. When installing the software, you will need to activate the software via phone or modem at which time, you will receive a number that **links the Operating System to the machine**. If you're going to be buying a new computer in the next few weeks, look for a deal that includes a free Windows XP upgrade voucher or coupon.

Office Software Tips

Windows 98

- To quickly access the Find Files dialog box, click in an open part of the taskbar and hit the F3 key at the top of the keyboard.
- If you want a keyboard method for accessing the traditional 'right-click shortcut menus', try the key combination Shift+F10, then use the arrows to select the option you need and the enter key to execute your selection.

Word

- When you want text to appear together on the same line of your document, enter a nonbreaking space by using the key combination CTRL+Shift+Spacebar.
- Use the key combination Shift+F5 to return to the last place in your document where you typed. You can use this up to three times in succession to trace your steps backward. You can even use it after having closed and re-opened the document!
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If you're the type of computer user who loads and re-loads software as your computer hardware and peripherals are updated, Watch Out!

Microsoft is leading the way in an industry change that limits the number of times you can load the software from a specific CD. Once the limit is reached, you need to call the company for a special code to allow another installation from that CD.

Excel

- Excel will treat numbers as text if they are preceded by a quotation mark (') when originally entered. Excel will also treat fractions as fractions rather than dates if they are preceded by a question mark (?) when they are entered.
- To add a drop down list in your Excel spreadsheet, type your list entries in an unused area of your worksheet, Activate the cell to contain the drop down, choose Data / Validation, and select the Settings Tab. In the Allow Drop Down list, select List. In the Source box, select or enter the range of the list items in your sheet. Be sure the In-cell Drop Down box is selected, then click OK.

PowerPoint

- If you find yourself taking too much time on a given slide in your presentation, set a visual clue to remind you to move along. Draw a small shape in a lower corner of the slide and animate it to Flash Once, Fast, setting the time to when you want your reminder to appear.

Find more tips at

www.TechnicalTutoring.com

Computer Terminology MEATLOAF—

forwarded messages, jokes, lists, and other unsolicited e-mail messages sent by an individual to a large number of people.

Internet Sites for School Help

From Family PC magazine, April 2001 issue

WWW.

Testers Comments

Bigchalk.com	“A well organized and complete site for education, geared toward all age groups.”
Encarta.com/Homework	“I have three children and they all were able to use [Encarta Homework] for their homework.”
Exploratorium.com	“I really enjoyed it; it has experiments that related to what we’re learning in the classroom”
HistoryNet.com	“Look elsewhere for the main body of your research. A child wouldn’t be able to navigate this site alone.”
HistoryPlace.com	“For general history information, it’s great—a perfect place to introduce young children to the subject. It’s less useful for specific questions and homework.”
InformationPlease.com	“It’s one of the best reference sites I’ve seen. I especially liked the K-12 section with the Kids/Parents/Teachers classifications.”
MathForum.com	“There has to be something better.”
MathLeague.com	“It helped my child understand something she was having difficulty with, and the practice tests were a great help.”



Playing Detective to Find Where Your Computer Goes on the Internet



As children head back to school and homework assignments require Internet research, be sure to discuss proper internet behavior with your children. Remind them about the rules regarding talking to strangers—they apply in the real and virtual worlds equally. And, of course, remind them to never give their real name and address, school name or telephone number in a public message. If time permits, try to sit with your children when they are on the Internet.

If your children are ‘surfing’ without you—check out their activities by using one or more of these tools provided with your software:

1. Use your browser’s history file to see where they have been.
2. Use Windows Explorer, My Computer, or Start/Find/ Files to locate any picture files (.GIF, .JPG, .PICT, or .TIFF) that may have been downloaded.
3. Check the Cookie folder inside the Windows folder.
4. Review the names on any on-line messenger list to be sure you know who your child is talking with.

More Sites to Help with School Work

Collegerepquiz.com—timed pop quiz with 7 questions
Infoplease.com/homework—Ask A Question feature provides
answers, advice, and resources.
Questia.com—access to over 35,000 resources—(fee based)

**Office
Versions
We Teach:
6.0 95
97 2000
2002/XP**

Flexibility in:

Topics
+ Schedule
+ Class Size
= Individual
Attention