



## TUTOR TALK

Volume 3, Issue 3

February, 2002

Once again, my apologies for the delay in this newsletter. Getting organized and catching up has kept me busy and forced a review of policies and procedures.

One new policy here is to deactivate a client's record in our database two years after their last class. For some of you, that means this will be your last mailing from us. Believe me, none of you will ever be forgotten—each of you has a special place in the company's history.

Another change is our renewed commitment to keeping up with things. This means several organizational changes in our office and better use of our technology



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We took lots of digital photographs during our Disney vacation in November. When family wanted to see them, they were transformed into a PowerPoint presentation.

Looking ahead, I hope to upgrade to Windows XP this week. And in the near future, QuickBooks Pro 2002, and Office XP/2002.

Thanks again for your many referrals!

### **Consider This:**

Be curious always! For knowledge will not acquire you; you must acquire it.

Sudie Back

## Downloading Files

We're often asked about downloading files—both how to do it and where to find them afterward. When you download a file from the internet, you are actually copying it from another computer onto your own computer's hard drive (C:/).

If a file is available to be downloaded, the internet site will typically have a link that says "download now". To understand where the file goes on your own system, go through the process slowly and pay close attention to the save as dialog box that appears along the way. If you want full control of the process, you might want to create a special folder for downloaded files on your hard drive. Chances are your Internet Service Provider has already done that when their software was loaded. If you download something and still don't know where it is, use the Start menu and the Find or Search option to locate the file either by name or by date it was added to your system.

If what you've downloaded is a program (.exe) file, you'll still need to install it after the download so again, pay close attention to the site's directions. And always make a habit of cleaning up those downloaded files so they don't take over your valuable hard drive space.

## Vehicle Shopping?

If you missed the annual President's Day Sales, maybe one of these five web sites can offer the deal you want:

**WWW.CarsDirect.com** A-  
3,000 dealers, no-haggle price, detailed specs, no user reviews, save for 30 days, configures car on site, many chances to back out, 360-degree views, but not for every car, compare cars, prices valid for 48 hours

**WWW.CarPoint.com** B+  
3,700 dealers, compare 2 cars, excellent tutorials, referred to local dealer, detailed specs, 360-degree views for over 200 cars, research used cars,

**WWW.AutoByTel.com** B  
5,000 dealers, no adding options, no-haggle price, generic quote interface, detailed specs, rebates, recalls, small photo for each car, used-car listings

**WWW.AutoNation.com** B-  
368 dealers in 17 states, no dealer invoice prices, can apply for financing, no configuration, only basic specs, 360-degree interior photo for some cars

**WWW.CarPrices.com** B-  
8,000+ dealers, prices negotiable, minimal specs, cursory tutorials, configure car, one photo per car, some reviews, compare up to 4 cars

(Reviews and ratings from *Yahoo! Internet Life*)

# Office Software Tips

## Windows 98

- When you print something, a printer icon will appear on the system tray toolbar (near the clock). If you double click on that icon, you can manage your print queue—check status, pause or cancel printing.
- Use the mouse icon in the Control Panel to change the speed of your double click, add pointer trails to your mouse, or switch the buttons for a left-handed computer user.

## PowerPoint

- To create dramatic animated effects often takes layering multiple copies of the same picture within your slide. For instance, a traffic light that changes color is done with three copies of the light, each with a different circle in color.

Find more software tips at  
[www.TechnicalTutoring.com](http://www.TechnicalTutoring.com)

### New E-Mail Address?

When you physically move, there are kits and forms available to help you share the news. If you're changing (moving) your Internet Service Provider (ISP), here's a web site that will help you announce your new email address—[WWW.RE-ROUTE.COM](http://WWW.RE-ROUTE.COM). You'll need to provide both old & new addressees so you'll want to overlap your services for a month or two.

## Excel

- To change existing data to thousands or millions—simply change the format. Choose Format / Cells then click on the Number tab and choose the Custom category. In the Type box, enter #.##, for thousands or #.##,, for millions.
- CTRL+PageDown will move you to the next sheet within your workbook. CTRL+PageUp will move you to the previous sheet within your workbook

## Access

- Shift+Enter will save a record without moving off of it.
- Use LIKE to find a series of entries within a query, such as those starting with A,B, and C. Set your criteria to say LIKE “[A-C]\*” or for more flexibility, select several letters by using LIKE “[A-C,E,J]\*”. Just separate the first and last items in a series with a hyphen and separate groups with a comma.

## Word

- F12 on your keyboard is a shortcut to the File / Save As dialog box.
- AutoCorrect has an exception list that you can add to and delete from. To find it, choose Tools / AutoCorrect and click Exceptions.

## Our Favorite Magazines

We use these for our books, newsletters, and web site updates:

**Smart Computing** (our favorite!)  
**Yahoo! Internet Life**  
**PC Magazine**

**You've got  
QUESTIONS  
about your  
software.**

**We've got  
ANSWERS!**

MS Money  
Excel  
QuickBooks

Each of these  
can help all  
year long to be  
organized for  
tax time.