

Tutor Talk

Volume 4 Issue 1

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

Company News

A big **THANK YOU** to each recipient of this issue. Without you we would not have completed three wonderful years of improving individual's software skills. It's been lots of fun, full of rewards, and created new friendships I treasure.

We look forward to more fun, rewards, and friendships as we head toward that five-year milestone! Meanwhile we'll keep experimenting with digital photography, burning CDs, new versions from Microsoft, and soon the Corel Suite.





**Have you visited our web site?
www.technicaltutoring.com**



**Technical
Tutoring**
(508) 529-9087

BACK Ups

Back ups are a big topic right now – for many reasons. If you rely on the data on your computer, your need to plan to protect it! Think about several aspects

-  what to back up
-  what to back up to
-  where to store the back up
-  when to do a back up

Remember that no matter how it's done, the purpose of a back up is to have data available to go on a different machine.

Of course, you may also just need it to restore files to your own machine.

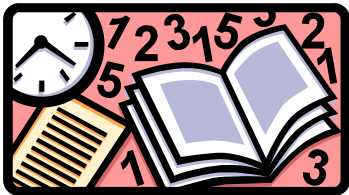
New FREE Service for our Customers:
We'll store your back up diskette,
CD, or zip drive in our fire resistant
storage box.

25 Years of Personal Computing Software Timeline

PC Magazine recently did an historical issue on the first 25 years of the PC. One columnist wrote about the evolution of the PC from a software perspective. Where are you on this spectrum?

- Word Processing
- Spreadsheets
- Telecom and e-mail
- Desktop publishing
- Chat rooms
- Games
- Photo editing
- Presentation graphics
- The World Wide Web
- Bootleg software and music

Personally, I skipped over games (the multi-player and over the internet types) and photo editing so I'll be working back over those this year to see what I've missed.



QuickBooks Features

The first helpful item I found in my recent upgrade is the list below of the features that were added each of the last several versions:

- 1999 - Statement of cash flows
 - Track open purchase orders by job
 - Simultaneous user capability
 - User-specific password protection
 - Turn features on and off
- 2000 - Online credit card processing
 - Integration with MS Office and ACT!
 - Report Finder
- 2001 - Sort, Move and remove report columns
 - Organize and batch print reports
 - Easily keep your place on reports
 - Spell check
 - Customize multiple price levels by item
 - Print blank timesheets
 - Improved payroll services
 - Faster bill payment online
 - Download your credit card statement
- 2002 - Find specific transactions faster
 - Improved report customization
 - Get Dun & Bradstreet credit reports E-mail & fax invoices, estimates, etc.
 - Integrated applications made for your business
 - Easier sales tax
 - Create duplicate & multiple estimates per job
 - Improved customer payment tracking
 - Back up data online

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Software Tips

WORD

Save changes to all open documents hold down the SHIFT key when you click on the FILE menu. The SAVE option will now read SAVE ALL!

EXCEL

To quickly double underline the contents of a cell simply press the [Shift] key and then click the Underline button on the toolbar.

POWERPOINT

To omit a Slide Master graphic from one slide, navigate to the slide that you don't want the graphic on, choose Format | Background to open the Background dialog box, and then check Omit Background Graphics From Master. Then click Apply so the graphic is only omitted from the slide that you're currently on. All of the other slides still have the graphic, but now you have one slide that benefits from the versatility built into the Slide Master feature.

ACCESS

If you frequently work with a particular Access object, you can create a shortcut to it on your desktop. Right-click on the object in the Database window and choose Create Shortcut. By default, Access creates the shortcut on your desktop, but you can specify a different folder in the Location text box.

WINDOWS

Have you ever started dragging a file from one location to another and then discovered that you grabbed the wrong file? Here's a quick way to cancel a drag-and-drop operation - simply press [Esc]. When you do, the operation is immediately cancelled.

Have you ever sent a group of documents to the printer and then realized you don't need one of them printed? If you want to save some paper (and some trees in the process), you can cancel a print job from your printer queue, which is the list of everything printing or waiting to be printed. Look by the clock in the lower right corner of the monitor and double click the printer icon to open the queue. Right-click on the document whose printing you'd like to cancel and choose Cancel Printing.

If you have your computer positioned in a location that makes it difficult to easily access your CD-ROM drive's eject button, there's no sense contorting your body each time you want to switch CDs. You can use the Eject command - open My Computer and then right-click on the CD-ROM drive icon, and select the Eject command from the shortcut menu. Your CD should now eject without a problem

Quote to Consider:

Everybody is ignorant, only on different subjects.

Will Rogers

Ms Money
Excel
QuickBooks

Use any of these to organize your finances.