

# Tutor Talk

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

## Company News

**Wow!** Where did the summer go?!? We were extremely busy this summer thanks to several of you. We have increased our time spent on services by providing customized note and business cards for a few clients as well as spending more time on development projects where we're doing the work for the client rather than teaching the client to do it.

We purchased the Corel Office Suite this summer and did a little work preparing to offer courses in Word Perfect, Quattro Pro, and Corel Presentations software. We also downloaded a free Office Suite program and hope to evaluate that soon.

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## USB

Many of us have had to switch to new peripherals for our new computers or buy transitional cables with the move from Serial to USB. Well, now there's a new version of USB hitting the market!

USB 2.0 is starting to be used in new desktop computers and should be in new laptops early in 2003. This is supposed to provide even faster connectivity between your PC and your devices such as printers, external drives, MP3 Players, making them essentially the same as your internal drives (the ones inside the CPU that you can't see). It may even mean that new machines will have more ports upon arrival, causing fewer of us to need small USB hubs as part of our equipment ensemble.

You may not be impacted by this for quite a while, but beware when shopping that there are two versions of USB – 1.1 is what most of us have now; 2.0 is what the 'cutting edge' users may have.

## **Computer Memory** (synopsis from PC Magazine 4/9/02 article)

Adding memory can increase your system's performance, but you'll need to know a few facts first. Random Access Memory (RAM) holds the operating system (Windows), your running programs, and open data files while you work on the PC. The more RAM on a PC, the more things you can do at the same time.

How much is enough, like so many parts of the PC, depends on what you'll be doing. Most software programs will list recommended RAM as part of the system requirements on their packaging. However, the number listed for the Operating System (typically Windows) is usually enough for multi-tasking unless you're working with very large, complex files.

Windows comes with a utility to check your RAM usage – SYSTEM MONITOR. If you start the system and then the programs you use most often, the System Monitor utility will help you to see what memory is currently being used. For Windows 9x - Start | Programs | Accessories | System Tools | System Monitor | Add (first icon on left) | Memory Manager | Unused Physical Memory | OK. For Windows 2000 or XP – Ctrl-Alt-Del | Task Manager | Performance | Processes. If the graph shows less than 10 percent unused memory, it's probably time to add more.

Remember – Memory and Disk Space are two different things! Memory is for doing multiple things at the same time quickly, Disk Space is for storing the results of your work and the programs you use.

## **FLASH**

Flash is software used by web designers to create simple animation. If a web site suggests you need to install this program, be aware that it's not a requirement – but it may enhance your time on the Internet. The program is a free download and if you don't already have it, you will be prompted to download it when you visit a web site where it is used. Chances are, if you do have an older version, you'll also be prompted to upgrade.

# Instant Messaging

Adapted from Articles in *Smart Computing*, *Yahoo! Internet Life*, and *INC Magazines*.

I may never figure out what M-Life is all about, but Instant Messaging (IM) is slowly making its way into my life. Instant messaging is the electronic version of the old telephone party-line. There are currently three programs—AOL, MSN, and Yahoo!Messenger.

To get started with IM, you need an IM software program—most can be downloaded for free. Once the software is installed, you sign up for a screen name and password. When you are connected to the Internet, the IM program will log you in and update your status to ‘on-line’. Now, others with the same IM program will know you’re on-line and you can see who else from your list of contacts (“buddies”) is on-line. Now you can send a message “instantly” to anyone on your list or any other user of that software that is on-line. A message box will allow you to type in your text and the

message will appear on your recipient’s screen, providing them the option of answering you right away. You can continue on-line conversations until one of you decides to disconnect from the Internet or closes out of the program. Of course, the biggest draw is that you can talk to multiple people (one per window) at once! Just remember, you have to be logged on to the Internet in order to send and receive instant messages!

If you think IM is the new communication tool for you, ask those you’ll be messaging which service they use, it’s probably the one you’ll want to have. Then study up! You’ll need to learn several of the abbreviations used by IM’ers (see other side) in order to “fit in”.

Several offices have started using IM to have employees in different offices communicating quickly with each other. For many, their IM program is open and running all day.

## The Numbers:

- 150 million people use IM
- 1.3 billion IM’s are sent daily via AOL
- 44% of Adults use IM
- 74% of Teens have used IM
- 29% of IM Users have more than one service



I doubt IM will replace face-to-face or phone conversations for me, but I can think of few times when I felt “stuck at home” and being able to communicate with a group at once would have made a world of difference!

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## Instant Messaging (IM) Dictionary



<b>AFIK</b>	As far as I know	<b>OTOH</b>	On the other hand
<b>BRB</b>	Be Right Back	<b>OTP</b>	On the phone
<b>BTN/5</b>	Be there in five (minutes)	<b>OTR</b>	On the road
<b>BTW</b>	By the way	<b>Ping</b>	To send someone a message
<b>C&amp;B or c/b</b>	Crash and burn	<b>PMFJI</b>	Pardon me for jumping in
<b>Convo</b>	Conversation	<b>Pop</b>	To send someone a message
<b>FWIW</b>	For what it's worth	<b>POS</b>	Parent over shoulder
<b>G2G</b>	Got to go	<b>ROTFL</b>	Rolling on the floor laughing
<b>GD&amp;R</b>	Grin, duck and run	<b>RSN</b>	Real soon now
<b>IC</b>	I see	<b>SB</b>	Stand by
<b>IDK</b>	I don't know	<b>SN</b>	Screen name
<b>IMHO</b>	In my humble opinion	<b>SOHF</b>	Sense of humor failure
<b>INAL</b>	I'm not a lawyer (but...)	<b>SWALK</b>	Sealed with a loving kiss
<b>IYKWIM</b>	If you know what I mean	<b>TIA</b>	Thanks in advance
<b>JK or j/k</b>	Just kidding	<b>TPTB</b>	The powers that be
<b>JW or j/w</b>	Just wondering	<b>TTFN</b>	Ta-ta for now
<b>LOL</b>	Laugh out loud	<b>TTYL</b>	Talk to you later
<b>NM</b>	Not much	<b>WRT</b>	With respect to
<b>NP or n/p</b>	No problem	<b>WYSIWYG</b>	What you see is what you get.
<b>OTL</b>	Out to lunch	<b>YWIA</b>	You're welcome in advance

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## *Software Tips*

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### **GENERAL**

In most Office programs, if you have multiple files open and want to close them all quickly, hold down the SHIFT key while clicking on the FILE menu. The Close option will now say CLOSE ALL.

If you're inserting Hyperlinks (web sites or e-mail addresses) in your documents, spreadsheets or presentations and don't want them to show up in blue with the underline – remove the formatting! Point at the hyperlink and click the right mouse button, from the pop-up menu, choose Remove Hyperlink and the formatting of blue underlined text will be removed.

### **OUTLOOK**

Outlook's calendar has an option for you to add legal holidays with a couple of mouse clicks. To add the holidays, choose Tools – Options and click Calendar Options. Click the Add Holidays button then select those you want to add (by country). If you've added them and decide to remove them, use the View menu and select Current View, Events. Double click the Location column so the holidays sort to the top of the list. You can delete them individually, or as a group with the CTRL or SHIFT click shortcuts..

*(See our Web Site for More Tips!)*

### **WORD**

Holding the ALT key while selecting text will allow you to select a column of information when it is not part of table, for instance a column in an agenda that was typed using Tabs.

### **EXCEL**

To set print options for multiple sheets in the same workbook, group the sheets by using the CTRL or SHIFT key to click on multiple sheet tabs. Open FILE – PAGE SETUP & set your print settings as needed and they will apply to all the grouped sheets.

### **POWERPOINT**

To create a self-running show (one where the audience's PC doesn't need PowerPoint), when you save the file, use SAVE AS. In the drop down box at the bottom of the dialog box, choose POWERPOINT SHOW (.pps) In this format, the show starts without making PowerPoint visible.

### **WINDOWS**

Do you have a scroll wheel on your mouse? You can use it as a browsing tool – hold down the CTRL key while turning the wheel and it will magnify or shrink the size of the text on the Web, in Word, or in Excel.

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# Quote to Consider:

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have learned.  
- Seneca**

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