

**Greetings** and thank you for visiting our booth at the *Buffalo Computer & Business Show*. This is a copy of one of our company newsletters, *ComputerFAQs*. It is a publication which is sent out by fax twice every month to roughly 20,000 subscribers in the Western New York area. It is also posted on the Internet where it is read by millions of users world-wide. If you are interested in having *ComputerFAQs*, or it's sister publication, *AmicroNews*, sent to you each month by fax, just give us a call at 716-837-4685 and request document **#710151**. We'll send you over the latest issue and get you on the distribution listing for the future. *ComputerFAQs* is dedicated to answering commonly asked questions by our customers. We hope that, by reading it, you will have some of your questions answered. Of course, if you have any questions, please give us a call or fax your question to us at 716-833-6724. We look forward to hearing from you.

**Q:** I'm tired of having to always hunt through tons of menu options to run the applications I'm looking for. Is there an easier way than searching through the Start menu? > *Davis, Cheektowaga NY*

**A:** Yes, Davis, there is. It's called a *Shortcut*. You can easily create a shortcut in Windows 95. Here's how you do it: first, use the Start button menu (one more time) and open up the folder that your application's icon is in. Now, using the **right** mouse button, click and **drag** the icon and drop it on your desktop. A little menu will pop up. Select "create shortcut here." You have now created a shortcut to your application which will be placed on your desktop. Now, any time you want to run that program, it's icon is conveniently found on your desktop. If you don't know what any of these terms like "drag" and "drop" mean, that's OK. We have a special document put together to explain this in more detail. Just call and request document **#710152**. We also cover this topic in detail in our *Windows 95 Basics* class. If you would like a schedule of available classes, call and request document **#710153**. Hope this helps. > *Jason*

**Q:** How can I make Microsoft Excel think for itself? I want to, for example, figure out how to make Excel tell whether or not a certain employee has worked more than 40 hours so that I can figure overtime pay. How can I make Excel calculate this? > *Sam, Depew NY*

**A:** Sam, Excel has a function called **IF** which allows Excel to make a decision. Basically, with the IF function, you could tell Excel, "if the current employee has worked more than 40 hours, then figure his overtime hours as such; otherwise, figure no overtime pay." Now, the exact syntax for the IF function can be a bit tricky, and it's too much to print here. You can, however, look in the Excel help system, or try running the function wizard. Neither of these, however gives a very good example of IF. If you would like step-by-step directions, we have prepared a special document just for this. Call and request document **#710154**. This document goes over the Excel IF function in detail and should

answer your question exactly. > *Richard*.

**Q:** When I purchased my computer, I was told that my system was "completely upgradeable." When I took my PC last week to be upgraded, the people that sold me my machine said that they couldn't upgrade it from a 486 to a Pentium. Why? > *Bill, Buffalo NY*

**A:** Bill, you *can* upgrade a 486 to a Pentium, but you have to replace the entire motherboard to do so. You see, a Pentium processor (the chip that is basically the "brain" of the system) will not fit on a 486 motherboard. It's too big. Just like the new Pentium II chips won't fit on a standard Pentium board. Now, if you replace that whole board, you can most definitely upgrade your system to a Pentium - or any of the Pentium-like chips available from Cyrix or AMD. We, in fact, have a motherboard upgrade special where we can take your old 486 system and upgrade it to a **Cyrix 6x86 P166+** for only \$275. This price includes all parts, labor, and pickup/delivery. If you would like more information, just call and request document **#710155**. > *Don*

**Q:** What's the difference between "Paste" and "Paste Special" in Microsoft Word? > *Joanne, Tonawanda NY*

**A:** Joanne, you'll notice paste and paste special in most Windows applications. Here's what it means: if you copy or cut something (text, a picture, whatever) in Windows, you can generally paste it into another application. Now, let's take Word and Microsoft Excel for instance. You can copy an Excel spreadsheet and "paste" a copy of it into Word. If you do so, you will get a copy of the data in a Word-table format. I don't know about you, but I don't like it. I want to be able to paste my sheet in *exactly* as I had it in Excel. So, instead of "paste" I would select "paste special." This *embeds* the spreadsheet into Word as an Excel "object." It's just like putting a little piece of Excel into your document. You can also paste special and add your spreadsheet in with a "link" to the original - if the original sheet changes, it updates your document. Now this can get pretty complicated. If you would like complete details on how this works, just call and request document **#710156**. Hope this helps you. > *Richard*.

## OTHER DOCUMENTS AVAILABLE

**710157:** Complete P166 system only **\$875**. Includes P166+, 16 MB RAM, 1.7 GB Hard Drive, 24X CD, delivery & installation.

**710158:** Looking to install a network in your office? This special report includes information on what you need to network.

**710159:** PCDoctor Preventative Maintenance for your computer.

**710150:** Is your software in the dark ages? What good are new computers if you're still running 10-year old dinosaurs

software. We can build a custom Windows-based application for your company.

**710153:** The complete schedule for our *Executive Training Center* is now available for all classes through December 1997. We have training available in Windows 95, Microsoft Word, Excel, Access, PowerPoint, WordPerfect, 1-2-3, and more.