Year-End is upon us once again. With the end of the year comes the end of the budget, and of course the holiday season. We know that many of you are looking to purchase new computer systems for your home or office. We have put together two fabulous system configurations for you this year. First, our Multimedia PC includes a fast processor, lots of RAM, and a huge 3.4 GB hard drive. We've also included a printer and 15"

color monitor, all for under $2,000. We also have the perfect system for business users looking to upgrade a workstation, or add a new user to the LAN. This Budget Saver PC is perfect for the office, and at less than a thousand dollars, it's priced to fit every budget. Now, these are only two configurations. We custom-build everything to suit. If you would like a complete listing of all of our system configurations, or more information on these systems, just give us a call or fax and request document **#711211.** In the mean time, we hope you enjoy the latest issue of our newsletter. And if you're looking for even *more* good information about computers, call and subscribe to our sister publication *AmicroNews*. It's filled with all kinds of industry news and computer tips. Last week's issue included a tip on how to perform mail merge with Word and WordPerfect and we received several hundred requests for information! If you would like a free subscription, just request document **#711212.**

TIP: Don't turn your PC on/off with a power strip! Use the switch.

Q: What is this little paint brush in Microsoft Word right next to "paste" on the toolbar? When I hold my cursor over it, it says "format painter." How does this thing work? > *Sam, Buffalo NY*

A: The format painter is used to copy the *format* of some characters to paste over other characters. For example, let's say you've just spent two minutes making a certain header look the way you want. You set it to Arial, 10 point, blue foreground, red background, italics, bold, and so on. You want to apply this format to 20 other words in your document. Just click on the word that has the format you like. Click on the format painter. Then, highlight the word you want to make look like it. See how it works? It's a real time saver. >*Jason*

Q: When I'm creating a spreadsheet in Excel, and I do my calculations, I get some figures that are out to 3 or 4 digits after the decimal, and then some that are only 1 or 2. The point is, they're all different. How can I make them all uniform? > *Toni, Tonawanda NY*

A: Toni, all you need to do is simply highlight (click and hold) all of your figures that you want to make look the same. Then, there are two buttons on your toolbar called "increase decimal" and "decrease decimal." They're on the formatting toolbar - just move your mouse until the little yellow tooltip shows them. Clicking on these buttons allows you to change the decimals on the figures you have selected together. If you can't find these, click on Format > Cells and then select the number tab. You will see "decimal places." >*Richard*

COMPUTER TRAINING ✴

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#711219

Q: What's the deal with Windows 98? > *Craig, Depew NY*

A: Last we heard, it's now due out in the third-quarter of 1998. We're not holding our breath. Remember the delays/problems with Windows 95. Besides, if you're looking for power, go with Windows NT. >*Don*