

New Training Center Open

Finally, it's here. We've opened our new Executive Training Center at 1780 Wehrle Drive in Williamsville - right near Ingram Micro. For those of you who have been to one of our classes before, we've kept everything that you love about us (small class sizes, expert instructors, casual atmosphere, great low price) and moved it into a fantastic new state-of-the-art training room. We have classes coming up in Windows 95/98/NT, Microsoft Word, Excel, Access, Publisher, WordPerfect, QuickBooks, Web Page Development, Internet Usage, and much, much more. Call and request document **808201** for all the details, including a schedule of class times. And our thanks go out to the Gregory, Mark, and all the folks at **Zaepfel Development** for their assistance with our great new location.

Call now for *free* tickets to **ComTech 98** (formerly the Buffalo Computer & Business Show) coming up this Fall at the Convention Center. Request **808202**.

Q: I'm working with Excel 97 and I'm trying to sort my columns. I have selected my entire range of cells, and clicked on the Sort Ascending button on the toolbar - just like I learned in your Excel Basics class. What if I want to, say, sort by a column other than the first one? Sort by multiple columns? > *Jack, Hamburg NY*

A: Jack, in order to sort by a column other than the first one, try this trick: highlight the entire range of cells like you normally would, then press the TAB key. Notice the reversed cell (the cell that's still black on white - generally in the upper-left corner) will move over to the right one cell. Press TAB again until this cell is in the column you wish to sort. Now click Sort. To sort by multiple columns, you have to do something different. Again, highlight your cells, but this time click on Data > Sort. Now, you can select up to three columns to sort by. Yes, we know it's a limitation but you shouldn't often need to sort by more than three columns. > *Don*

Q: When I click on a menu item in Microsoft Word, I see strange keyboard codes such as CTRL-X next to cut, and CTRL-C next to copy. What exactly are these codes for? > *Rosanna, Tonawanda NY*

A: Rosanna, these codes are simply shortcut keys that you can use when working with most Windows applications. Windows 95 itself supports some of these key codes. Microsoft Office and most other Windows applications support a plethora of different key codes. These codes are useful if you prefer using the keyboard over the mouse, or if you don't have a mouse menu option available when you want to - for example - cut, copy, or paste. As you have already discovered, CTRL-X is for cut, CTRL-C is for copy, CTRL-V is for paste, and one of our favorite ones is CTRL-Z for undo. We have an entire sheet of different key codes which we hand out in our Windows classes. If you would like to receive a free copy, call for **808203**. > *Iain*

Q: What exactly is a document template in Microsoft Word? Why would you use one, and how do you create them? > *John, Derby NY*

A: John, a document template is basically like a letterhead. You put certain standard information, such as your company logo, address, and phone number on the top or bottom, and the rest is blank. Then, whenever you want to create the letter or memo, you simply open your template and work from there. You don't have to worry about working from another document and accidentally

overwriting it. It's simple to create a template. Simply create a standard letterhead using Microsoft Word (we cover this in our Word 1 class) and then click on File > Save As. Toward the bottom of the dialog box that opens, where it says Save As Type, select document template from the list. Now, you have just created a template. When you want to create another letter, just click on File > New, and select your template from the list. > *Rick*

WIN a FREE Class: For August and September, we will be giving away 1 free class each week. To enter the drawing, just call and request document **808204**.

COMPUTER SYSTEMS

Our monthly specials just keep getting better and better. The **1998 August Special** is a P233 with 32 MB of RAM and a 3 GB drive - plenty of power for office applications - for just **\$799**. For details, call for document **808205**.

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Do you need a custom software solution developed for your business? Amicron has been building specialized database applications for businesses since 1994. Chances are, a custom-built application can be more cost-effective than an off-the-shelf solution that doesn't meet your needs. For details, and information on how you can receive our free sample database, call and request document **808206**.

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