COMPUTERFAQs

Frequently Asked Questions | About Computer Technology

Less Than 2 Months!

We've got less that 2 months to go until the year 2000 hits (the dreaded "Y2K" you've no doubt heard about by now, unless you've been living on Mars). While we don't think that there will be major problems like nationwide power outages, scores of planes crashing, or nuclear missiles launching, we do know that there will be *many* small and mid-sized businesses having problems. There will be small problems for many (Excel spreadsheets not calculating right, old WordPerfect documents that aren't properly dating invoices, and so on), and major problems for few (accounting systems crashing, servers failing to boot, etc). What we do know is that we've gotten more calls for Y2K consultations in the past month than we did in all the rest of 1999 combined. Way too many of you are waiting until the last minute. If you're not sure if you're compliant – *fully* compliant – please call us now. A consultation is only $25. Remember, even if we come in tomorrow, you may still be looking at a week to a month or two to implement a complete Y2K solution – depending on the degree of the problem. If you wait until December, there may not be enough time! If you'd like more information, call and request a copy of document **910231**. Y2K is closer than you think (and remember, regardless of what you hear on TV, the "New Millennium" doesn't start until 1/1/2001.)

We're Hiring: We currently have a position open for a computer sales manager. Qualified candidates should have a background in sales, and *love* to work with people. Knowledge of computers is also a must, however we will provide additional technical training specific to our business. You may mail, fax, or email your resume to us, care of HR at the address below. Please include your Email address or fax #. **No calls**, please.

Q: I have a Word document with my company logo, address, and other info on it that I use to write letters. I usually just change the recipient's name and info and "Save As" the letter each time, but sometimes I goof and delete one I want to keep. How can I avoid this? >*Joel, Boston NY*

A: What you should do is create a document **template** that has your document's "background" and you just type the letter without worrying about using "Save As" all the time. It's a little too complicated to go into here, but request doc **910232** and I'll walk you through it step-by-step. >*Iain*

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Q: I am trying to generate a Word document with name blanks on it. I'm using the underline button from the toolbar, however, every now and then the lines move around or don't print right. What's wrong? >*Claudia, Cheektowaga NY*

A: Claudia, if you're going to generate name blanks, use the underscore character, not the underline font feature. Simply move to the place you want the name blank, and press the underscore character on the keyboard (it's generally on the same key as the hyphen). It's a bit more reliable than underlining a blank space. >*Rick*

Q: I use a particular Excel spreadsheet all the time. Usually, I can find it in the Documents folder on my Start menu. It seems, however, that sometimes it disappears and I have to go hunt for it. Then, it's back again. What's up? >*George, Depew NY*

A: George, that Documents folder is to show only documents that you've recently used. If you use other files, they will then show up on the Documents listing, and eventually your spreadsheet will be removed from the list. If it's a sheet you use often, you're better off making a *shortcut* to it on your desktop where you can always find it. Just locate the spreadsheet file in My Computer and right-click-and-drag it to your desktop. When you drop it, select "Create Shortcut" and you'll have a shortcut (or *pointer*) to it where you can always find it. For step-by-step instructions on making shortcuts, you can request document **910233**. >*Justin*

TIP: If you want to make your PowerPoint presentation run continuously, first record timings, and then go into your slide sorter view, click on Slide Show > Set Up Show. Now click on "Loop Continuously" and your show will run continuously until you hit ESC. Learn how in our PowerPoint 1 class. Request document **910234** for a schedule.

System Upgrades. It seems that memory prices have started to drop again. To celebrate, we're offering a special: **$20 off** the service charge on any upgrade over $100. Whether you're looking for some memory, a second hard drive, or a whole new motherboard, we can set you up. A consultation to upgrade your system is **free** (carry-in only). Bring your PC down, we'll tell you what you can do to upgrade it. Just beware that prices are changing *daily* right now (fortunately, it's currently dropping, but this could change). For up-to-date pricing, and a complete listing of possible upgrades, request document **910235**. Limit one discount per customer. You must mention this ad prior to ordering to receive this special discount. Offer expires 11/30/99.

New Computer Systems. It's the time of year that everyone is looking to buy a new computer. Whether for the home or office, let us put together a quote for you before you buy elsewhere. Beware of those cheap $400 computers you see advertised elsewhere. Remember, you get what you pay for! Here's our current popular configuration: 450 MHz AMD K6 II processor, 64 MB RAM, 10 GB hard drive, 8 MB AGP video, 56k fax/modem, and Windows 98 for just **$865**. With Amicron, you receive a quality locally manufactured, serviced, and supported computer that's fully upgradeable for the future (unlike some other computers sold today). And remember, we custom-build everything to order. For a complete list of some of our other popular configurations, request document **910236**. In addition, if you'd like our free **PC Shopping Guide** which will tell you everything to look for when you're buying a new computer – even if not from us – then request doc **910237**.

Computer Training. You've got to see our new training center! We have classes for everyone: from basic Windows usage to advanced programming. Best yet, we don't herd you together like cattle. All of our classes seat at *maximum* of four students to make sure everyone gets plenty of attention. We have daytime and evening classes available. To get a schedule of classes, request document **910238**. Also, we're taking a poll to see how many students are interested in possibly attending **weekend** classes. If so, request document **910239**.

Want To Build Databases? We're starting our next Microsoft Access Developer Series very soon. For a schedule, and more information request document **910240**. Previous students: you're welcome to sit in, and if you didn't get any of your manuals or video, call and speak with Rick.

Laptops. It's now laptop season. We have a complete line of quality laptop computers. Request document **910241**. We have something for everyone: from executive to college student.

To request a document, simply **circle** the document numbers you wish to receive, and **print** the following information clearly. You may call us, or simply fax this page back to us at **716-677-4742** or 716-833-6724.

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