

COMPUTERFAQs

Frequently Asked Questions About Computer Technology

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Special Edition: Microsoft Word

Beginning with this issue of *ComputerFAQs*, we're going to occasionally release special editions which focus on questions pertaining to one specific computer-related topic. This month's issue focuses on one of the most popular computer applications in use today: Microsoft Word. As always, if you have any questions you'd like answered, please fax or email them in. We look forward to hearing from you.

OFFICE XP IS HERE

Microsoft has done it again. They've released yet another version of their Office application suite. Should you upgrade? In our opinion, it's not worth the investment. Office XP is a marginal upgrade to Office 2000. What's new? Well, there are a few nice new features, but not enough to justify the price tag. Outlook has been enhanced with a few features that people have been bugging me about for years – including a feature that Microsoft removed when they switched from Schedule Plus to Outlook: the ability to share your schedule with other people. The bad news: Microsoft has become real draconian with their security. They've tightened up Outlook so much that 3rd party developers (like us) have a hard time creating applications to work with Outlook. Microsoft also supposedly added a feature to allow you to save your work if any Office application locks up. Hey guys, how about taking the time to make Office **not** lock up in the first place? The good news, if you're the kind of person who likes to play with the latest and greatest, Office XP looks like it may have a few cool new features. If you're like the rest of us, however, it's not worth the time or money. As always, we recommend you wait at least six months so they can come out with a bug fix. Let someone else discover the problems first. One more thing: if you're still running Windows 95, don't bother with Office XP. It requires Win 98 or higher. We say "skip Office XP," but if you're dead set on upgrading, call for document **107011** and we'll send you more information on how to get it.

Q: When I'm typing a document in Word, I hate having to stop and grab the mouse to format text. Is there an easy way to bold, underline, or change my font size with the keyboard? >Lynn, Buffalo

A: Lynn, you can bold text by pressing CTRL-B on your keyboard, and then typing the text you wish bolded, followed by another CTRL-B to turn it off. To underline, use CTRL-U. For italics, use CTRL-I. If you already have the text typed in, you can use SHIFT-ARROWKEYS to select the text, and then use your control keys to bold, italicize, or underline. If you want to change the size of your font, you can use CTRL-] and CTRL-[. Yes, those are square brackets. Of course, we teach these, and many more tricks, in our *Microsoft Word Complete* course.

INCREASE YOUR SALES

Word-of-mouth is the best advertising. When someone refers you to someone they know, you're one step closer to closing the sale. Amicron is host to the **WNY Business Assistance Group** which is a referral-based marketing group. We meet twice a month. If you'd like to join us as our guest, or would like more information, call for document **107012**.

SEMINARS UNDER \$50

Amicron is hosting a series of inexpensive seminars focusing on very specific topics of interest to business owners, managers, and other office personnel. We realize that not everyone has the time or budget available for a longer three-week or six-week course.

Computer Technology for Businesses	7/3	FREE
Mass Mailings in Word with Mail Merge	7/5	\$19
PC Care and Maintenance	7/7	\$29
Access Databases for Non-Developers	7/10	\$49
What to Look For When Buying a PC	7/11	FREE
Windows NT/2000 Server Administration	7/25	\$49
Internet Tips & Tricks for Businesses	7/27	\$19
Building a Small Business Web Site	7/28	\$39
Building a Contact Database in Access	8/1	\$49
Using Excel to Calculate Loan Payments	8/8	\$29
Setting Up A Windows Network	8/15	\$39

All seminars start at 6:00 pm and vary in length from 1 hour to 3 hours. If you would like more information, please request document **107013**.

Q: I have created a newsletter in Word much like yours. I went to save it as a web page and the columns were erased. How can I put columns in my newsletter on the Web? >Stephan, North Tonawanda

A: Unfortunately, columns are not supported when you save your Word documents as a Web page with *File > Save As Web Page*. What you can do, however, is to lay your document out using a table – *Table > Insert > Table*. For example, our newsletter would basically be a table with three columns and one big row. Tables are the layout option of choice for Web-based documents. We teach this in our *Web* course.

YOUR DATA ON THE WEB

You have data. Other people need to access that data. Whether it's customers who need order status information, sales reps on the road who need customer files, or even your sister office in Florida that needs to share your database. *If they can't access your data, they can't make you money.* The solution: Amicron can put your data on the Web. It's fast. It's secure. It's efficient. People all around the world can access just the information they need – but no more. If you already have an in-house database, we can most likely work with what you already have – or build a solution from scratch. Interested? Call for document **107014**.

Amicron is **still** your complete source for computer services, repair, networking, and even new computer systems. We don't advertise it heavily anymore, but we still do offer these products and services. If it's not something we offer directly, we have an extensive network of associates to provide you with a solution. Whatever your needs, be sure to give us a call should you require anything computer-related. Whether you're looking for a new computer, or a Web site, Amicron is your complete source for computer technology.

Q: I'm trying to copy a piece of an Excel spreadsheet into my Word document. When I paste it, the spreadsheet comes in without any of the formatting I used in Excel. >George, Depew

A: When you paste an Excel sheet fragment into Word, Word converts it to a Table. All you have to do is click on *Edit > Paste Special* and then select *Microsoft Excel Worksheet Object*. Now it will come in as a piece of Excel with your formatting intact.

COMPUTER COURSES

Why should you trust Amicron for your computer training needs? We have been in the computer training business for over **seven** years. All of our courses are completely hands-on. Each student gets his or her own computer. **Plus**, we offer a very simple guarantee: if you don't feel you've grasped the course the first time through, *take it again* as many times as you'd like with no additional cost to you.

● **Web Site Development Course** (6 weeks) starts Fri June 29 at 1 pm. If you can use Word, you can build a web site in FrontPage. We take you through complete site development, step by step. Hit counters, reply forms, more.

● **QuickBooks For Small Business** (3 weeks) starts Tue July 24 at 6 pm. We take you from setting up your company to many of the advanced features like payroll and time tracking.

● **Microsoft Word Complete Course** (3 weeks) starts Mon July 30 at 1 pm. Need to learn the basics? Want to brush up? Curious about all those advanced features? This 3-week course is for everyone – beginners on up!

● **Windows & Office Learning Foundations** (6 weeks) starts Thu July 26 at 6 pm. This is a well-rounded course that teaches the basics of Windows, Word, Excel, PowerPoint, Access, and the Internet. A great course for beginners.

● **Microsoft Excel Complete Course** (3 weeks) starts Thu July 26 at 1 pm. This class starts out basic, but we'll show you some really cool tips and tricks you never knew. We also go into all the advanced features: charting, pivot tables, etc.

● **Microsoft Access Database Developer Course** (6 weeks) starts Tue July 31 at 1 pm. Learn how to build a database from scratch. *This is our most popular class.* Learn practical development – not a lot of theory. You build your own contact database, good enough to use in your business!

For schedules and pricing, request document **107015**.

MORE INFORMATION

To request a document, simply **circle** the document numbers you wish to receive, and fill out this form. Please print neatly and legibly.

Name: _____
Company: _____
Phone: _____
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