COMPUTER FAQs

Frequently Asked Questions — About Computer Technology

Let every nation know, whether it wishes us well or ill, that we shall pay any price, bear any burden, meet any hardship, support any friend, oppose any foe, to assure the survival and success of liberty. *President John F. Kennedy*

Our hearts go out to those who's lives have been touched by this month's tragedies. We support our leaders in taking whatever action is necessary to bring those responsible to justice.

AMICRON = FULL SERVICE

Amicron has teamed up with several local technology companies to offer our customers a full range of computer products and services. Once again, Amicron can offer computer systems, on-site PC service, networking, and repair. Whether you need to add a new workstation to your office, or have a system that won't boot, call us. If Amicron doesn't provide the service directly, we now have an entire network of other local service providers who can take care of your needs. Call Amicron. We can help.

Q: Using FrontPage, how can you create thumbnails of your pictures? >*Wayne, Buffalo NY*

A: Wayne, first copy the picture from your hard drive and paste it into the images folder in your Web. Then, drag the picture to your Web page. Click once on the picture and from the Pictures toolbar that appears, click on *Auto Thumbnail*. When you save your page, you'll be asked to save your thumbnail image. We teach this in our **Web Developer Course**. For info on this course, request document **109151** ❑.

NON-PROFIT WEB SITES

We have complete Web Site startup packages for non-profit organization beginning at only **$89**. For more information, please request document **109152** ❑.

Q: I want to add a few new PCs to my office network, but my current machines all have Windows 98 and new systems all come with Windows Me or 2000. Will they work together? >*Samuel, Elma NY*

A: Certainly. If they're set up correctly, you can make machines running Windows 95, 98, Me, 2000, and even XP all talk together. If you need help, one of our network technicians can assist you. For more information, call and request document **109153** ❑.

SEMINARS UNDER $50

We have a long list of computer training seminars coming up this fall. Some of the topics include:

- Mail Merge Using Microsoft Word - **$19**
- PC Care and Maintenance for Non-Techies - **$29**
- Building a Contact Database in Access - **$49**
- Building a Small Business Web Site - **$49**
- Microsoft Office BOOT CAMP - **$49**

Our **Boot Camp** seminar early in September was a great success. If you would like more information, including a schedule of upcoming seminars, please request document **109154** ❑.

Q: Whenever I apply columns to my Word documents, the whole page changes. How can I turn on columns for only half the page? >*Erin, Depew NY*

A: Erin, first select (highlight) the text you wish to put into columns. Then, click on Format > Columns. Choose the number of columns you want, and then on the bottom of that window, make sure "Selected Text" appears in the *Apply To* box.

COMPUTER CLASSES

We have 1-day, 3-week, and 6-week courses in a variety of topics, such as:

- Windows & Microsoft Office for Beginners
- **Microsoft Access Database Development**
- Web Page Design using Microsoft FrontPage
- Microsoft Windows, Windows, Excel Courses
- **QuickBooks for Small Businesses**
- Advanced Web Programming with ASP

We also offer custom sessions for your group of 4 or more students. All of these courses are hands-on, and satisfaction is guaranteed. If you would like more information, please request document **109155** ❑.

Q: I heard there was a way you can put comments in your Word documents that won't print out. How do you do this? >*George, North Tonawanda NY*

A: George, just highlight some text in your document, and then click on Insert > Comment. You can type in whatever comments you want. This is great if you collaborate with other people on the creation of documents. This also works in Excel.

SEPTEMBER PC SPECIAL

That's right – Amicron is selling computer systems again. We're not building them ourselves, like we used to, but we have teamed up with several local PC manufacturers to bring you the highest quality systems at a great price. This month's special is the perfect upgrade system for home or office: **800 MHz** AMD Duron Processor, **128 MB** of RAM, **30 GB** Hard Drive, 16 MB Video, 52X CD-ROM, 56k Modem, Network Ready, with a 2-Year Warranty for only **$699**. Interested? Call for doc **109156** ❑.

INTERNET FOR $13.95 / mo

Why spend the extra money on America Online, when you can have full, unlimited Internet access from Amicron starting at just **$13.95** a month. With a small additional investment, we can even share your Internet connection to all the computers in your office! For details, please request document **109157** ❑.

Q: Using Microsoft Access, how do you create a drop-down list of customers to choose from to fill in a data form? >*Michael, Cheektowaga NY*

A: Michael, in Access, drop-down menus are called Combo Boxes, and you can find them in Form Design mode on the Toolbox. You can either type in your list of values (names, ZIP codes, etc.) or get your list from another table or query. There are many options, and we cover them in our Access Developer Course. For more info, call and request document **109158** ❑.

NETWORK YOUR OFFICE

Looking to network your office computers together? Call Amicron. We can help with everything from the initial layout, purchasing your network equipment, and running the cable all the way to configuring your servers and workstations. We can even set up your Internet connection to be shared across the entire network – so everyone can be online at once. Interested? Request document **109159** ❑.

ATTN: INSURANCE AGENTS

In conjunction with Power Marketing Solutions, Inc., Amicron has recently developed the most versatile, powerful, yet easy to use contact / sales management software for insurance and financial professionals. If you would like more information on this product, including details on how you can receive a demo copy and attend a free seminar, request doc **109160** ❑.

Q: I want to be able to maintain a list of coming events on my Web site, but I know nothing about Web design. What can I do? >*Cecil, Blasdell NY*

A: You can either hire a firm to update your Web for you every month **or** you can sign up for our *free service* called **Web Events**. Basically, you enter your coming events into our database, and we'll display them on your Web site free of charge – with no programming or Web knowledge required on your end. For details, request doc **109161** ❑.

Associates Wanted – Amicron is looking for part-time computer instructors, sales representatives, and computer technicians. If you are interested, please fax your resume to **716-833-6724** or email it to **jobs@amicron.com**. No phone calls please.

TIP – You can highlight multiple cells in **Excel** that are not next to each other by using the CTRL key. Simply click on one cell, and then hold the CTRL key down and click on more cells. You can use this to change the attributes of multiple non-congruent cells.

MORE INFORMATION

To request a document, simply place an **X** in the box next to the document numbers you wish to receive, and fill out this form. Please print neatly and legibly, and fax this page back to us at **716-833-6724.**

Name: _____

Fax: _____

You can also request documents on our Web site at **www.amicron.com/documents** .

If you would like for us to **stop** faxing to you, please check here ❑ and be sure to give us your fax number.