

# COMPUTER FAQs

## Frequently Asked Questions About Computer Technology

Vol 7, Num 6, Issue #95

Circulation 32,571

November 2001

Welcome to another exciting issue of *ComputerFAQs*. We want to let everyone know that we are now distributing new issues of *ComputerFAQs* by email and on our web site as well as by fax – so if you'd like to sign up for the email version of this newsletter, just visit us at [www.computerfaqs.net](http://www.computerfaqs.net).

**Q:** In Microsoft Word, how can I create that neat effect that you have in your newsletter, where the text is white in a black box? >Joseph, Buffalo NY

**A:** The easiest way to do it is to select your text, use the Highlighter tool on the toolbar to make the background black, and then change the foreground color to white. However, you can also click on *Format > Borders & Shading* and create a nifty border effect and background shading.

### MEMORY UPGRADES

There has never been a better time to upgrade your computer's memory. Doubling your memory is a cost-effective way to greatly increase the performance of your PC, perhaps even more than a processor upgrade.

- 128 MB PC133 DIMM installed for only \$49
- 256 MB PC133 DIMM installed for only \$69
- 512 MB PC133 DIMM installed for only \$99
- Onsite delivery and installation, add \$49

If you would like more information on our memory upgrade special, please request document 111251.

**Q:** In MS Access, can you freeze the columns of a table, like you can in MS Excel? >Mike, Buffalo NY

**A:** Yes, you can. Simply highlight the column you wish to "freeze" and click on *Format > Freeze Columns*. Now when you scroll left and right, everything to the left of that column stays put.

### CUSTOM SOFTWARE

Stop trying to change the way you do business to meet the needs of your software. Amicron can build you a custom database application to do what you need it to do. We will analyze your business and develop a database that meets your needs. We are the area's experts in Microsoft Access database design. Want to learn more, please request document 111252.

**Q:** When I receive an email, I am sometimes asked if I want to send a "return receipt" to the sender. How can I turn off this annoying feature? >Nick, Depew NY

**A:** In Outlook 2000, click on *Tools > Options* then on the Preferences tab click on Email Options. Click on the Tracking Options button. At the bottom, select "Never send a response." Click OK. You're all set.

### ADD EVENTS TO YOUR WEB

Tired of having to manually update your web site every week to keep a listing of current events, or paying a consultant to do so? Add **WebEvents** to your web site for **FREE**. WebEvents is a service that makes it easy to maintain your current events listing – anyone can do it, even without any knowledge of web design. Interested? Get document 111253 or go to [www.amicron.com/webevents](http://www.amicron.com/webevents).

**Q:** When I prepare a PowerPoint presentation, how can I set it so that it runs automatically and loops back to the beginning when it's done? >Cam, Toronto ON

**A:** After you set up your presentation, go into the *Slide Sorter* view and click on *Slide Show > Rehearse Timings*. Run through your slide show, pausing as long as you think necessary on each slide, and clicking to advance through the slides. When finished, you'll be prompted to record the slide timings. Say "yes." Now, click on *Slide Show > Set Up Show*. Click on the box that says "Loop continuously until Esc." When you run your slide show now, it will loop until you hit the Escape key. We teach this in our *Microsoft PowerPoint Complete* class.

### COMPUTER BOOT CAMPS

Due to the enormous success of our *Microsoft Office Boot Camp*, we have expanded our Boot Camps to include many more popular applications, such as Word, Excel, Access, PowerPoint, and more.

- Microsoft Office Full Day Boot Camp - \$59
- Microsoft Word, Excel, or PowerPoint - \$39
- Microsoft Windows, Publisher, or Internet - \$39
- Microsoft Access Database Developer - \$99
- QuickBooks for Small Business - \$39
- Web Site Development for Businesses - \$99
- Web Programming in Active Server Pages - \$59
- Visual Basic Programming - \$99

If you are interested in more information on any of these Boot Camps, please request document 111254.

**Q:** How can I watch and record TV on my computer screen? >Alan, Hamburg NY

**A:** There are several methods. We recommend purchasing an *ATI All-In-Wonder* video card. It has video input and output ports which allow you to watch TV, digitally record shows, and it even allows you to set up an automatic recording schedule. Interested? Request document 111255.

### 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 111256.

**Q:** How can I make a recurring appointment in Microsoft Outlook 2000? >Sal, Lackawanna NY

**A:** After you create the appointment, double-click on it to open it up, and then click on *Actions > Recurrence*. Now, specify the time and pattern.

### CD-ROM TRAINING COURSES

Amicron has been in the computer training business since 1994. We have put together a series of CD-ROM-based computer training courses that can teach you Windows, Word, Excel, Access, Web Development, and much more. If you are interested in learning more, request document 111257.

### HOLIDAY PC PACKAGE

We've put together a computer package that's perfect for the home or office. Check out this configuration: Intel Pentium 4 processor at 1.5 GHz, 512 MB of RAM, a 60 GB hard drive, a 17" monitor, an ATI All-In-Wonder video card (that one we mentioned earlier with the TV/AV features), a CD burner and a DVD player, 56k voice modem, Ethernet adapter, Microsoft Internet Keyboard and IntelliMouse, speakers, Windows 98 or Me, 2-Year Warranty with 1-Year of on-site service. Plus, delivery and setup are included, and we're throwing in some free training. You're probably expecting to pay a few thousand for this package. Our price: **\$1299**. This machine is locally built and serviced right here in WNY. Like more information? Request document 111258.



### 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 – or a wireless solution – 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 111259.

**Q:** I would like to copy a value from one place on an Excel spreadsheet and paste just the value in another location, but whenever I try, I get the formula in that cell, which is wrong. Help. >Alice, Buffalo NY

**A:** What you need to do is select the cell, copy it to the clipboard, and the right-click on the cell you wish to paste and select *Paste Special*. From the menu that appears, click on *Values* from the top "Paste" section. This will place just the value from the previous cell into the new cell. We teach this in *Excel Intermediate*.

### 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, 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](http://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.

Documents are free by fax to the Buffalo/WNY area. You can also request documents on our web site at [www.amicron.com](http://www.amicron.com), or you can send us an email at [cfaqs@amicron.com](mailto:cfaqs@amicron.com). *ComputerFAQs* is copyright 1994-2001 by Amicron Technology Services, all rights reserved. Our mailing address is PO Box 1308, Amherst NY 14226. We never sell our database of fax numbers to any third parties. If we have reached your fax number in error, please let us know.

**amicron.computing**

716-837-4685 fax-833-6724

Computer Consulting  
Applications Training  
Web Site Development  
Custom Software Design



Amicron is a member  
of the Better Business  
Bureau of WNY & The  
Amherst Chamber  
of Commerce

