COMPUTERFAQs

Q: I love getting your newsletter. Is there any way I can subscribe to receive it via Email?

A: Absolutely. You can now subscribe to the Email version of our newsletter by visiting our web site at **www.ComputerFAQs.net** We include lots more information in the Email version because we're not quite so limited by space.

$89 WEB SITE PACKAGE

Amicron is now offering startup a Web Site package for only $89. This includes everything you need to get your business on the web including a basic Web site designed for you, hosting, and custom domain name (yourname.com) registration. For details, request document **206011**. We also have special Web Site startup packages specifically designed for non-profits.

Q: I'm trying to create a resume in Microsoft Word, and I'm having a very hard time with the tab stops and margins and all that. Is there an easier way to lay out my resume?

A: The best way to lay out a document that's going to have multiple columns and rows – like a resume – is to use Word Tables. If you click on Table > Insert > Table... you'll get a dialog box to select how many rows and columns you want. Try 3 columns by 5 rows, and begin entering in your resume that way. We've put together a special free mini training video on our web site that you can watch to get you started. Just visit **www.ComputerFAQs.net** and look for this question in our online issue.

CUSTOM VIDEOS

Amicron can design custom online or CD-based training videos for your business. These videos are great for demonstrating products, educating your customers, training new-hires, or rolling out new products or procedural training for your current staff. If you are interested in more information, request document **206012**.

Q: Whenever I'm on the web, I get very frustrated by all of those popup advertisements. Specifically, I get windows that don't even seem to open, but they just say **~close~** on the TaskBar. What are these, and how can I get rid of them?

A: Popup advertisements are annoying – we agree (and you'll never see them on our sites). If you have a window that you can't find (like the ~close~ window) just right-click on it with your mouse and select **Close** and it should kill that window. You may also come across windows that are fully maximized and don't have a close button! For those, try pressing ALT-F4 and that should kill them. There is a great program we found called **Popup Killer** that does a great job of automatically killing those nasty popups before they even display. There is a link to download Popup Killer on our web site at **www.ComputerFAQs.net**.

TIP: We were astonished to find out that Yahoo! is now charging to list new commercial web sites. Don't pay for a listing. Head over to **Google.com** where listings are free. Plus, it's a great search engine.

Q: Sometimes when I use the AutoSum button in Excel, it doesn't always find the right range of cells. Sometimes it only gets the bottom of the column – other times only pieces. What's wrong?

A: First of all, I don't like the AutoSum button. It's very strange. But, if you're going to use it, try this trick: before clicking on the AutoSum button, select (highlight) your range first, then hit the AutoSum. It should properly guess your range now. Personally, I like to just type in the formula by hand. We cover this in depth in our Microsoft Excel courses.

COMPUTER TRAINING

Amicron is your complete source for computer training. We offer training in just about every Microsoft application, including Windows, **Word**, Excel, **Access**, PowerPoint, Publisher, and more. We also teach **QuickBooks**, CorelDraw, Web Design, Programming, and a long list of other classes.

In addition to the traditional, hands-on classroom-based training you're familiar with, we also offer several alternatives. First, we have our very popular **Boot Camp** series – where you can take an entire 3-week course in just 3 hours. We break it down so you only get the important material.

New in 2002, we are now also offering **Live Online Web Seminars**. You can learn from the comfort of your home or office. Just sit back, relax, and watch the class as the instructor goes through the examples. Ask questions live in the chat room. Plus, you can come back later at any time and re-watch the class in our Archives. This is a great way to learn!

If you would like more information, or a schedule of classes, visit **www.amicron.com** and look for our new Computer Training Wizard. Just answer a few simple questions, and he'll put you in the right class! You can also request document **206019**.

Q: Why do you always say such bad things about Office XP? What's the deal?

A: I don't say bad things about Office XP or Windows XP. I happen to like them both very much. Many people get confused when we tell them to *wait* before upgrading. Our philosophy is to let someone **else** find the bugs in the software – and there are always bugs. Wait until Microsoft has released a service pack (patch) for the software before you upgrade. No software is perfect out of the box. Personally, I wait until software has been out a year before upgrading my critical business machines. You should wait too. It's just smart computer sense!

YOUR ACCESS EXPERT

Amicron is your local **Microsoft Access** Database Expert. Whether you require assistance with an existing database you have built, or are looking to construct a completely new database for your business, we can help. We also provide training in Access. If you have a need, please give us a call and ask to speak with Richard, our senior database developer. You can also send email directly to Richard at **richard@amicron.com**.

Q: Help. My desktop is completely cluttered with junk. Do you have any tips for cleaning it off?

A: Well, first I would say to delete any icons you don't need. You can feel free to delete whatever icons you want from your desktop – that won't actually delete the programs themselves. Next, I would suggest that you make some folders to put your icons in. Just right-click on the desktop and select New > Folder. Then drag-and-drop those icons into those folders. I would suggest you leave the "standard" Windows icons alone (My Computer, Recycle Bin, and so on). This should remove a lot of the clutter and clean up your desktop. We go over this in our Windows class.

ATTN: AOL USERS

Why spend the extra money on America Online, when you can have full, unlimited Internet access from Amicron starting at just **$9.95** a month. For details, please request document **206015.**

Q: I'm using Microsoft Access, and I'm trying to create a button on a form, but when I drop the button, nothing happens. Isn't a wizard supposed to start?

A: Yes, but the wizards can be turned off easily without you even noticing. On the toolbox, the little button that looks like a magic wand controls the wizard. If you release that button, none of the wizards run. Push it down, and try creating your button again. The wizard should load when you drop the button. We cover all of this in our Microsoft Access course.

NEED HELP?

Amicron has a vast network of computer service professionals available to help you around the clock. If you require anything from basic computer maintenance and troubleshooting to advanced networking and server issues, give Amicron a call. If we can't help you, we can find the right technician to take care of you.

TO REQUEST DOCUMENTS

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** and sign up for the **Email** version of our newsletter on our web site at

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